

**FIRST STATE BANK
MAIN BANK
FULL-TIME NOTE TELLER
Closes 03/13/2025**

WE HIRE VETERANS

Provide quality, efficient, and friendly service promptly to customers and co-workers both over the phone and in person; responsible for accurately processing routine transactions at a bank including cashing checks, depositing money, and collecting loan payments. Accepts checks, cash, and other forms of payment from customers; records all transactions electronically; counts cash in drawer at end of shift and makes sure amounts balance. Responsible for safe and accurate handling of money processed. Must verify customer's identity and make sure account has enough money to cover transaction when cashing a check. Must be careful not to make errors when counting cash. Performs general loan servicing duties and loan file maintenance as needed; balances loan reports; scans and files documents; performs a variety of duties to provide existing and potential customers with appropriate and accurate services while insuring confidentiality and security of accounts; promotes the bank's products and services, answers questions, and directs customers to appropriate department for specialized services; follows established policies and procedures for the position and operates within compliance with federal regulations.

Requirements include proficiently using computer for processing customer transactions, inquiries and maintenance, word processing, Excel and other functions; using 10-key by touch; high school diploma or equivalent; pass background check; interacts with others; may sit at desk, on stool or stand for extended period of time and kneels/squats, bends/stoops, pushes/pulls, twists, and transfers up to 26 pounds.

Six months of teller experience or one year handling and balancing cash drawer or one year as a customer service representative **preferred** but not required. Ones with experience may be selected over ones without experience.

Must be discreet and trustworthy; a consistently positive, cooperative, self-motivated, courteous and professional attitude is an essential function of this position; must treat others with respect and in a professional manner; must like people and enjoy helping them since there is frequent customer contact; must pay attention to detail and not become rattled when there is more work to do than can be completed on schedule or customer volume is high; expected to work as a team player and roll up sleeves and pitch in as necessary to get the job done; should regard coming to work on time, working shift as scheduled, and leaving at the scheduled time as essential functions of job.

Works rotating shifts from 7:45-4:45 Monday through Friday one week and 8:45-5:45 Monday through Friday the next week. Management reserves the right to change this schedule.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.

APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES BY THE END OF THE DAY ON 03/13/2025.

You may pick up an employment application at any of our branches or apply online at <https://www.workintexas.com>.