

**FIRST STATE BANK
SHEPHERD BRANCH
PART-TIME TELLER
Closes 04/27/2026**

WE HIRE VETERANS

Responsibilities:

- Provide quality, efficient, friendly service promptly
- Responsible for accurately processing routine transactions including cashing checks and receiving deposits
- Records all transactions electronically
- Counts cash in drawer at end of business day and makes sure amounts balance; responsible for safe and accurate handling of money processed
- Must verify amounts, customer's identity and signature and make sure account has enough money to cover transaction when cashing a check
- Must be careful not to make errors when counting cash
- Scans and files documents; balancing and verifying various reports
- 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. May be required to perform additional job duties as needed.
- Duties may evolve over time to support departmental goals, new products, and changing operational needs.
- The employee may be assigned to different functions within the department, as necessary.

Requirements:

- Proficiently using computers for processing customer transactions
- Using 10-key by touch
- High school diploma or equivalent
- Pass background check
- Interact with others
- May sit on stool or stand for extended period of time
- Kneels/squats, bends/stoops, pushes/pulls, reaches overhead
- Twists, and transfers up to 26 pounds.
- Three months of teller experience and/or training or one year cash 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
- 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.

Schedule varies anytime between the hours of 7:00 A.M. to 5:45 P.M. Monday through Thursday and until 6:15 P.M. on Friday. May work one or two Saturdays per month from 7:30 A.M. to 12:15 P.M. Schedule will average less than 30 hours per week. Management reserves the right to change the 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 04/27/2026.

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