



## Part-time Teller Opening

<b>Date:</b>	April 4, 2025
<b>Position:</b>	Part-Time Teller
<b>FLSA Status:</b>	Non-exempt
<b>Salary:</b>	\$20,592 - \$28,080 DOQ
<b>Benefits:</b>	Ineligible
<b>Hours:</b>	24-30 hours per week, Ability to work M-F and 2 Saturdays per month
<b>Location:</b>	Waverly and Montrose

Position exists to service bank customers by handling cash and checks, processing deposit and time account transactions, receiving loan payments, and responding to basic inquiries about products and services. Responsible for project and routine work assignments, answering the telephone and responding to or referring callers to appropriate party.

### Qualifications:

- Professional demeanor
- Proven track record of reliability
- Approaches work with a flexible mindset
- Enjoys interacting with customers
- Understanding of bank products and services
- Ability to follow policies and procedures
- Understanding of basic math calculations

### Required Qualifications:

- High school diploma or general education degree (GED); or six months of related experience and/or training; or the equivalent combination of education and experience.
- Cash handling experience
- Good customer service and communication skills

### Preferred Qualifications:

- Teller experience
- Bank customer service experience

Citizens State Bank of Waverly is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, pregnancy (including childbirth, lactation and related medical conditions), mental or physical disability, and veteran status or any other classifications protected by federal, state or local law.

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