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## **Sb1 FEDERAL CREDIT UNION JOB DESCRIPTION**

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**Date:** May 2008  
**Title:** TELLER  
**Job Class:** S 1 Non-Exempt  
**Reports To:** Branch Manager and Branch Administrator  
**Supervises:** None

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### **General Purpose:**

Process deposits, transfers, withdrawals and payments. Answers phone. Balance cash drawer. Perform diverse clerical tasks. Is responsible for matching the credit union's products with the needs of members; takes a proactive approach in selling products that meet member needs to meet sales goals.

### **Essential Functions:**

1. Process withdrawals, transfers, deposits and loan payments by mail and over-the-counter.
2. Maintains and balances cash drawer on a daily basis.
3. Provide member balance information.
4. Answer phone.

### **Other Duties:**

1. Perform diverse clerical tasks.
2. Accept and routes incoming faxes in a timely manner.
3. Cross-sell credit union services.
4. Rotate to Branches as needed.
5. Perform other duties as required.

### **Job Requirements (Knowledge/Abilities):**

1. Effective written and verbal communication skills
2. Basic arithmetic skills.
3. Familiarity with basic accounting procedures.
4. Strong interpersonal skills.

### **Job Requirements (Education/Experience):**

High School diploma or equivalent.

### **Working Conditions:**

The credit union is committed to working with its employees to reasonably accommodate them with the physical aspects of the position. The working conditions are general business office with daily member contact, interaction with volunteers and management. Other working conditions include sitting for extended periods of time, frequent up/down motion, reaching downward or overhead from sitting position, stooping, bending and pushing/pulling, climbing some stairs, lifting and moving moderately heavy items and repetitive keyboard typing.

**Disclaimer:**

The above information on the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

*Signature below indicates the employee has read the above job description that has been designed to indicate the general nature and level of work performed by employees within this classification.*

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date