

**RIPCO CREDIT UNION
JOB DESCRIPTION**

JOB TITLE: Teller
DEPARTMENT: Office Operations
CLASSIFICATION: Non-exempt
REPORTS TO: Teller Supervisor

POSITION SUMMARY

QUALIFICATIONS/EDUCATION

KNOWLEDGE/SKILLS/ABILITIES

DUTIES/RESPONSIBILITIES:

- Assist our members with questions and concerns that they have in person and on the phone. (Ex. Balance requests, check inquiries and verify deposit amounts, etc.).
- Process a variety of member transactions including deposits, withdrawals, check cashing and loan payments/payoff
- Sell money order and cashier's checks
- Sell gift cards.
- Process cash advances for our members
- Assist the members in setting up and changing payroll deductions and AFT
- Perform telephone transfers for our members
- Assist in logging and processing the night drop and mail
- Learn all internal and external policies
- Balancing of the teller's cash drawer
- Accept utility payments for our members
- Assist members in entering their safe deposit box
- Do assigned weekly duties (Ex. Clean coin machine & teller stations)
- Do various tasks to assist other departments when needed
- Work scheduled Saturday hours
- Ability/willingness to learn how to cross sell our products
- Maintain a friendly and positive attitude
- Any other duties as assigned

PHYSICAL DEMANDS/REQUIREMENTS:

- Standing, walking, sitting, finger and hand dexterity, average hearing, average visual acuity, ability to converse.
- Ability to stand for long periods of time
- Ability to lift 10+ lbs