

CAREER OPPORTUNITY NOTICE

The Office is now accepting job applications from qualified individuals for the following position.

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Martha Preciado	Beaumont	Operations	Client Services Representative I

WEEKLY HOURS	Full-time
JOB SUMMARY:	Supports branch growth by promoting new business and cross-selling Bank products. Provides customer service by receiving, paying and keeping accurate records of all money involved in such transactions. Assists customers with basic to moderately complex transactions. Includes part-time and full-time employees. Generally, is new or has up to 6 months experience.
JOB DUTIES:	<ul style="list-style-type: none"> • Promote new business and cross-sell bank products to existing customers • Provide customer services such as cashing checks, receiving deposits, making withdrawals, making credit card advances, preparing change orders for commercial customers, etc. • Balance cash drawer and other receipt daily, as well as ATM (Automatic Teller Machine) when required • Process various Night-Drop and Mail transactions as needed • Wrap and bag coin, verify currency, mix new currency and turn-in mutilated currency • Perform miscellaneous duties such as filing, answering telephones, maintaining supplies, etc.
QUALIFICATIONS:	<ul style="list-style-type: none"> • Generally, requires 6 months to 2 years cash handling experience • Proven customer service skills • High school diploma or equivalent • Good communication skills, ability to follow procedures • Basic computer skills • Certified BSA training
NOTE:	This position could be upgraded to a CSR II, CSR III, or Universal Bank, depending on experience. The pay range would be adjusted accordingly, up to \$18.00 per hour.
PAY RANGE:	\$16.00 - \$17.00 per hour

Call Martha Preciado at X4198

- If you have an interest in applying for this position and meet the qualifications.
- If you know a qualified individual who may be interested in a career at The Bank of Hemet
- If you have any questions or would like additional information about the position.
- Please submit internal applications to HR at the Riverside Branch.

The Bank of Hemet is an Equal Employment Opportunity Employer

Date: January 4, 2023