



CAREER OPPORTUNITY NOTICE

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

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Sharon Reed	San Jacinto	Operations	Client Service Representative

WEEKLY HOURS	25 hours – Part-time
POSITION DESCRIPTION:	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. 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.
PAY RANGE:	\$16.50 - \$18.00