



Teller/Customer Service Representative

General Summary

The position is responsible for processing all bank transactions and the performance of teller functions in both the Lobby and Drive-Thru environments. Responsible for opening deposit accounts to the Bank's customers, cross-selling deposit products and assisting customers to resolve any account related problems. A person in this position should operate efficiently with a high level of customer service.

Essential Duties/Responsibilities

- Maintaining and balancing a cash drawer throughout the day.
- Gives full service on customer accounts, including but not limited to cashing checks, processing deposits and change orders, accepting loan payments, processing night depository bags/envelopes.
- Provide FDIC insured services to deposit customers, i.e. checking, savings and certificates of deposits, health savings accounts (HSAs).
- Assist customers with opening and maintaining Safe Deposit Boxes
- Assist customers with transfers of money, i.e. wires, ACH, in-house.
- Open and maintain retirement products, i.e. IRA, Roth, SEP
- Works in conjunction with other vendors to offer/enhance bank products
- Delivers high quality customer service to all customers and fellow employees.

Preferred Skills and Qualifications

- High School diploma or equivalent required
- Cash handling and balancing experience (preferred)
- Possess excellent public and customer relations skills as well as good oral and written communication skills
- Proficiency with computer equipment and software, including but not limited to Microsoft Office products.
- Being able to work closely and in conjunction with the other members of your department, and throughout the bank, to help meet our customer's needs.
- Willingness to represent the Bank in the community and other outside activities.
- Ability to stay organized and communicate effectively and courteously in a secure and sometimes high-speed environment.

First State Bank is an Equal Opportunity Employer.

Contact Brandy Orme, Human Resources Officer, at 308-995-4411 for more information.

Pick up an application from any of our locations or download at [Careers - \(firststatebank.com\)](http://Careers - (firststatebank.com))

Norton

P.O. Box 560
105 W. Main Street
Norton, KS 67654

P: 785.877.3341
F: 785.877.5808

Plainville

P.O. Box 160
120 W. Mill Street
Plainville, KS 67663

P: 785.434.2066
F: 785.434.4783

Hill City

P.O. Box 369
101 E. Cherry Street
Hill City, KS 67642

P: 785.421.2168
F: 785.421.5637

Hoxie

P.O. Box 137
801 Main Street
Hoxie, KS 67740

P: 785.675.3241
F: 785.675.3926

Holdrege

P.O. Box 800
401 East Avenue
Holdrege, NE 68949

P: 308.995.4411
F: 308.995.8371