



Position: CSR/Teller I
FLSA Designation: Non-Exempt

POSITION DESCRIPTION:

This position is to provide customers with efficient and accurate transaction processing with superior and quality customer service.

ESSENTIAL DUTIES:

- Excellent customer service skills following the bank's guidelines/standards
- Good working/understanding of Teller
- Good working/understanding of Item Capture/TCR's
- Good working knowledge of Bank Products and Services
- Good working knowledge of Teller Procedures
- Minimal Errors

EDUCATION AND EXPERIENCE:

- Satisfactory completion of high school, with a diploma or GED equivalent
- MS Office applications experience including WORD and EXCEL

KNOWLEDGE, SKILLS, AND ABILITIES:

- Cash Handling
- Ten Key/Typing by touch
- Ability to work in a fast-paced environment
- Ability to cross-sell bank products
- Ability to troubleshoot issues
- Ability to follow bank policies and procedures
- Ability to communicate effectively with customers and other associates

COMPLIANCE:

The incumbent has the responsibility to acquire and maintain the required knowledge of State and Federal Banking regulations and policies and those regulations and policies inherent to position requirements.

MINIMUM PHYSICAL activity requirements include the ability to:

- Express or exchange ideas by means of the spoken word
- Perceive the normal range of sounds with no less than a 40-decibel loss at 500 Hz and 2,000 Hz with or without correction
- Visually identify and distinguish between various documents and currency with normal range of sight having no less than 20/40 to 20/50 vision with or without corrections
- Reach and retrieve objects outside of immediate range
- Stand or support oneself and stay in an upright position
- Raise substantial objects from lower to a higher position or moving objects horizontally from position to position
- Pinch or pick and maneuver small objects by whatever means

The incumbent is not substantially exposed to adverse environmental conditions, but requires sedentary work such as exerting up to 10 pounds of force 5% of the time and a negligible amount of force approximately 90% of the time.

NOTICE

1. This position description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Full-Time Teller

Lyon County State Bank is seeking a full-time teller. The successful candidate will have cash handling, excellent keyboarding and customer service skills; and must be available to work 40 hours Monday thru Friday (year-round) from 7:15am to 6:00pm and Saturdays from 8:15am-12:15pm. Banking experience preferred but not required. Lyon County State Bank is an Equal Opportunity Employer. Applications are available online or 902 Merchant St. Emporia, Ks.

Part-Time Teller

Lyon County State Bank is seeking a part-time teller. The successful candidate will have cash handling, excellent keyboarding and customer service skills; and must be available to work Monday thru Friday (year round) from 12:00pm to 6:00pm and Saturdays from 8:15am-12:15pm. Banking experience preferred but not required. Lyon County State Bank is an Equal Opportunity Employer. Applications are available online or 902 Merchant St. Emporia, Ks.