



# Independence BANK



Banking on the Hi-Line

HAVRE • MALTA • GLASGOW • POPLAR • SCOBEEY • CONRAD

## Teller

### POSITION SUMMARY

This position is responsible for serving our customers at a window and will process a variety of over-the-counter transactions efficiently in an accurate and courteous manner contributing to favorable customer relations. Will accept checks for cash or payment, verify endorsement, availability of funds and make change, resolve customer inquiries as they pertain to the teller function and direct customers to the appropriate departments as well as various other duties assigned by supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to execute each essential duty proficiently. Must have the ability to type precisely using a keyboard /10-key. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:** High School diploma or equivalent degree.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

For a full description please contact the Human Resources Department. Independence Bank  
EEO/Employer/Vet/Disabled