



CITY STATE BANK

**WE'RE
HIRING**



PART-TIME TELLER

INDIANOLA LOCATION

DESCRIPTION OF POSITION FUNCTION:

1. Performs teller duties according to established policies and procedures in an efficient and professional manner. Duties include: accepting checking and savings deposits, cashing checks and savings withdrawals, processing loan payments and certificate of deposit transactions.
2. Ensures customers are served promptly and professionally while exercising discretion and good judgment.
3. Answers customer questions, or directs customers to the appropriate bank staff, both in-person and over the phone.
4. Counts and verifies cash transactions to ensure proper balancing.
5. Assists with other administrative duties and projects assigned by supervisors.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

- Excellent communication and customer service skills.
- Attention to detail and accuracy in handling transactions.
- Ability to multi-task in a fast paced environment.
- Must have afternoon and weekend availability.



Stop in to pick up an application at any of our bank locations.



Email completed application to Patty Olson at polson@citystatebank.com



Call Patty Olson at 515-981-4234