Job Opening- Part-time Customer Service Representative I – Teller
Perry

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We have an opening for a part-time Customer Service Representative I/Teller at our Perry location.

Hours: Monday -Friday from 1:00-6:00pm and 3 Saturday' a month from 7:45-noon.

Prior banking or cash handling experience preferred but not required.

SUMMARY
Provides the highest level of customer service. Receives and pays out money and maintains accurate records of all transactions. Cashes checks within assigned limits. Accepts savings deposits and withdrawals, verifies signatures, and posts interest and balances as required. Accepts loan and credit card payments. Issues money orders, cashiers', and travelers' checks, and redeems savings bonds. Promotes the Bank's services, answers questions, and refers customers to appropriate departments for specialized services. Practices active clue selling. Ensures adequacy of currency and coin supply. Keeps informed of changes in Bank services or procedures.

Please e-mail your resume and interest to kathyy@firststateks.com, apply on-line, or pick up an Application at any of our locations.

Equal Opportunity Employer