

**FIRST STATE BANK OF LIVINGSTON
WEST BRANCH
FULL TIME TELLER / CSR
Closes 04/01/2025**

WE HIRE VETERANS

Provide quality, efficient, friendly service promptly; answer incoming calls and transfer to appropriate personnel in a pleasant and professional manner; receive cash and other monetary instruments for deposits and payment; verify signatures, amounts, and available balances with due diligence; balance cash; scan and file documents; open new checking, savings, certificate of deposit, IRA, and safe deposit box accounts; perform a variety of duties to provide existing and potential customers with appropriate and accurate services while insuring confidentiality and the security of accounts and the safe deposit boxes; promote the bank's products and services, answer questions, and direct customers to appropriate department for specialized services; follow established policies and procedures for the position and operate within compliance with federal regulations.

Requirements include proficiently using computer for processing customer transactions, opening new accounts, word processing and other functions; using 10-key by touch; high school diploma or equivalent; pass background check; interacts with others; may sit on stool or stand for extended period of time and kneels/squats, bends/stoops, pushes/pulls, reaches overhead; twists, and transfers up to 26 pounds.

Three months of teller experience and/or training or one year cash handling and balancing cash drawer or one year as a customer service representative **preferred** but not required. Ones with experience may be selected over ones without experience.

Must be discreet and trustworthy; a consistently positive, cooperative, self-motivated, courteous and professional attitude is an essential function of this position; must treat others with respect and in a professional manner; must like people and enjoy helping them since there is frequent customer contact; must pay attention to detail and not become rattled when there is more work to do than can be completed on schedule or customer volume is high; expected to work as a team player and roll up sleeves and pitch in as necessary to get the job done; should regard coming to work on time, working shift as scheduled, and leaving at the scheduled time as essential functions of job.

Must be able to work rotating schedule: One week 7:00 to 3:30 Monday through Friday and one week 9:00 to 5:45 Monday through Thursday and 9:00 to 6:15 on Friday. Also, must work at least one Saturday per month and be willing to work up to two Saturdays per month from 8:30 to 1:15. Management reserves the right to change the schedule.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.

APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES BY THE END OF THE DAY ON 04/01/2025.

You may pick up an employment application at any of our branches or apply online at <https://www.workintexas.com>.