



CITY STATE BANK

**WE'RE  
HIRING**



MEMBER FDIC

## Part-Time Teller Position

NEW VIRGINIA

### DESCRIPTION OF POSITION FUNCTION:

1. Responsible for greeting and assisting customers in a courteous and pleasant manner. Duties include accepting customer checking and savings deposits, cashing checks and savings withdrawals, processing loan payments; answering customer questions or directing them to the appropriate bank personnel; and other projects as needed.
2. Tellers provide quality service, through effective use of the customer experience, actively looking for additional opportunities to refer and cross-sell bank services while processing transactions. Flexible hours, does include Saturdays.

### JOB SKILLS AND QUALIFICATIONS REQUIRED:

- Energetic, positive, like people, believes in customer service.
- Good computer and math skills, must be able to balance a check register.
- Excellent communication skills - written and verbal.

### TO APPLY



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



Email completed application to Patty Olson at [polson@citystatebank.com](mailto:polson@citystatebank.com)



Call Nindy Coles or Diane Harmening at 515-981-4234