



CITY STATE BANK

**WE'RE
HIRING**



RELATIONSHIP BANKER - NORWALK

FULL TIME POSITION

DESCRIPTION OF POSITION FUNCTION:

1. Performs Relationship Banker duties according to established policies and procedures in an efficient and professional manner. Ensures customers are served promptly while exercising discretion and good judgment.
2. Conducts a variety of customer service functions including opening of new accounts, certificates of deposit, safety deposit boxes, debit cards etc.
3. Provides excellent customer service by addressing inquiries, resolving issues, and promoting bank products and services.
4. Counts and verifies cash transactions to ensure proper balancing.
5. Assists with other administrative tasks and projects assigned by supervisors.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent.
- Excellent communication and customer service skills.
- Attention to detail and accuracy in handling transactions.
- Good organizational skills with the ability to work efficiently under pressure.
- Knowledge of banking procedures, regulations, products, and services preferred.



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.