



CITY STATE BANK

**WE'RE
HIRING**



TELLER SUPERVISOR - NEW VIRGINIA

FULL TIME POSITION

DESCRIPTION OF POSITION FUNCTION:

1. Supervises and oversees the daily operations of the teller line, ensuring efficient and accurate delivery of services.
2. Provides leadership and guidance to teller staff, including training, coaching and performance management.
4. Resolves complex customer inquiries and issues.
5. Monitors teller transactions for accuracy, compliance and adherence to bank policies and procedures.
6. Performs teller duties as needed, including processing transactions and assisting customers, ensuring customers are served promptly while exercising discretion and good judgment.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent.
- Previous experience as a teller or in a related banking role, with demonstrated leadership experience.
- Knowledge of banking procedures, regulations, products, and services.
- Excellent communication and customer service skills.
- Strong skills in organization, multitasking and attention to detail.



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