



POSITION DESCRIPTION

Position Title:	Personal Banker	Hours:	20 Hours (Mon-Fri)
Reports To:	Branch Manager	FLSA Status:	Non-Exempt
Department:	Branch – Olympia		

POSITION SUMMARY:

The position will perform all teller/branch duties, and fill in as needed to cover for vacations, sick leave or other absences. It is estimated this would require around 180-200 days per year; however, actuals hours could be more or less than this estimate. Vacations and major absences would be scheduled in advance; however, sick time or emergencies would be an on-call situation. The Personal Banker will also serve as the primary customer support contact for all branch related items.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable
- Follow all BSA/AML/OFAC guidelines and complete annual training as assigned
- Achieve branch service quality objectives and supports the deposit growth objectives
- Process incoming/outgoing domestic and international wire requests
- Perform branch operations duties including, but not limited to: Paying and receiving, selling cashier's checks, reviewing daily reports, balancing branch cash, ordering currency, and processing proof work
- Perform night drop and ATM maintenance, processing, and balancing
- Complete Currency Transaction Reports (CTR) timely and correctly when needed
- Cross sell bank products
- Receive applications for business and personal reserve lines and forward to the appropriate area
- Complete all assigned compliance training timely
- Perform other duties as assigned

REQUIRED SKILLS

- Minimum 1 year of experience working as a teller or personal banker for a financial institution
- A self-starter with initiative and desire to learn
- Detail-oriented with high organizational skills

- Works under limited supervision and exercises good judgement within guidelines
- Ability to work collaboratively to reach mutual goals
- Ability to communicate clearly, effectively, and professionally, both verbally and in writing
- Ability to read and follow written procedures
- Ability to use or learn Word, Excel, and Outlook
- Ability to work unrelated processes simultaneously
- Treats people with respect; works ethically and with integrity; accepts responsibility for own actions

WORK ENVIRONMENT

- Must be able to remain in a stationary position for extended periods of time
- Must be able to effectively communicate and exchange accurate information
- Must be able to work in a branch environment with moderate noise levels and frequent employee/customer contacts and interruptions during the day

QUALIFICATIONS

- High school graduate or GED required