

## **Bank Teller**

**Department:** Branch Operations

**Location:** Lebanon, Ohio – Main Office

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Work with management to participate in and maintain an environment of professional, courteous, efficient and friendly service to both customers and staff.
- To participate in the referring to the following resource experts:
  - Commercial Lending Team
  - Mortgage Lending Team
  - Consumer Lending Team
  - Treasury Management Team for Cash Management & RED
  - Investment Services Team
  - Trust Team
  - Merchant Services Team
- To actively pursue the improvement of your banking knowledge and skills sets by being proactive in asking and participating in both internal and external trainings.
- Maintain a high level of confidentiality to protect the customer and the Bank.
- Learn what activities your office participates in dealing with Community Involvement and actively look for opportunities to get involved.
- Help maintain the operations of the branch at a high level by being timely, accurate and efficient with all daily, weekly and monthly activities.
- Help to Maintain a high standard of all audits performed both by branch staff and other third parties.

### **Qualifications:**

- Excellent written and verbal communications skills.
- Enthusiastically cooperate with others both inside the office and with other areas of the bank.
- Maintain a professional appearance for yourself and your office environment which project positively the LCNB culture.
- Detailed functional knowledge of Microsoft Office

### **Education/Experience:**

- College Degree or equivalent Work Experience – (Preferred)
- High School diploma or GED equivalent required