

AMERICAN NATIONAL BANK

JOB POSTING

American National Bank is committed to providing Equal Opportunity in Employment. The organization is continually trying to improve recruitment, employment, development and promotional opportunities for its employees. Our selection decisions are based on job related factors and not on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status.

POSITION: Teller – Part-time – 25 hours per week
LOCATION: Casper, WY
DEPARTMENT: Retail
REPORTS TO: Branch Manager
POSTING DATE: June 18, 2010
REQ #: 24-61810

SUMMARY

Receives routine deposits, cash checks or other negotiable instruments.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

- Maintain a current knowledge and consistent compliance with Bank Secrecy Act (BSA) requirements and other Regulations, bank policies and procedures related to the position (Reg. CC).
- Provide excellent customer service.
- Accept routine deposits and cash checks.
- Handle money orders, travelers' checks, foreign currency and cash advances.
- Perform other duties as assigned for various bank obligations.

DESIRED SKILLS/EXPERIENCE:

- Previous bank teller or cashiering experience preferred
- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- Good interpersonal communications and customer service skills; and the ability to professionally represent the bank.
- Regularly required to use hands to finger, handle, or feel; reach with hands and arms. Considerable time is spent walking and standing. Occasionally required to climb or balance; stoop, kneel, crouch or crawl. Regularly required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Tellers working in Drive-up or Motor Bank locations must be able to communicate with customers using microphone and speaker equipment.

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants please complete on-line application at www.anbbank.com
