Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024

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94088

SUNNYVALE, CA, 94088

## Teller

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** $22.00 to $24.20 hourly
**Employment status:** Contract / Temporary to Hire

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**Description**

Hours: Monday – Thursday 8:45 a.m. - 5:30 p.m
Friday 8:45 a.m. – 6:30 p.m
Rotating Saturdays 8:30 a.m. – 5:00 p.m. (with a day off during the week)

Job Scope/Duties
-Performs basic member transactions including, but not limited to: deposits, withdrawals, account transfers, loan payments, loan payoffs, cash advances, US Savings Bonds redemption, traveler's check purchases, gift card purchases, sub-account openings, IRA contributions, address change requests, check order requests, account closures, and issuance of Cashier Checks

- Accurately maintains, safeguards, and balances cash drawer, and all negotiable instruments

- Answers basic member inquiries, concerning Credit Union products and services, policies and procedures, promotions, relationship pricing, fee structures, and general financial institution processes

- Prepares work for daily opening and closing of branch

- Other daily duties would include stop payment requests, accurate completion of CTRs, member password updates, statement copy requests, cross-member transfer requests, wire requests, and processing daily night depository items

- Cross-selling Credit Union products and services appropriate to meet member's needs

-Completes miscellaneous duties and projects as assigned. Provides assistance to other branches and departments as needed, including travel to other Star One locations.

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**Requirements**

1 yr. cash handling experience required, prefer 6 months teller experience at bank/credit union

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**This Job Posting will expire in 10 days.**