



- Other duties, projects, and assignments as assigned by the Branch Coordinator and/or the Deposits Manager.

**QUALIFICATIONS:**

**Education:** Equivalent to high school diploma/GED.

- **Experience:** one to three years related cash handling, sales and member service experience in a financial institution or cash handling environment.

**Knowledge, Skills and Abilities:**

- Must have good written and verbal communication, interpersonal skills, analytical ability, and organizational skills.
- Ability to read, write and speak English.
- Ability to perform basic math calculations.
- Proficient use of a personal computer, along with spreadsheet and word processing applications.
- Proficient use of office equipment, such as telephone, scanner, fax machine and calculator.
- Must have good critical thinking skills.
- Ability to work independently and as a team member.
  
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.
  
- **Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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I certify that I have received a copy of this document on the date below, reviewed the requirements of this position with Human Resources or my supervisor, understand them, accept them, and agree to perform them to the best of my abilities. I also understand this is not a contract or guarantee of employment, and that performance benchmarks may be established which I may be required to maintain. I further understand the duties and responsibilities stated herein may not be all inclusive to this position, and the priorities of this position or supervisor may change as conditions warrant.

\_\_\_\_\_  
Associate Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Signature