

Job #: 92485  
Full Time Teller  
Connecticut Mutual Holding Co  
Litchfield, CT - 06759  
Posted 5/9/2017 on CTHires  
Positions available: 1  
Occupation: Tellers

\$10.13 - \$16.87 HOURLY

We are currently seeking a Full Time Teller in our Litchfield Branch.

We offer excellent compensation and benefit packages to eligible employees, including medical, dental, vision and life insurance, 401(k) Plan match, tuition reimbursement, and generous time-off benefits.

Must possess strong customer service and sales skills, be detail oriented and computer literate and have previous cash handling experience. Must work Saturdays. Competitive wages and incentive programs. Email resumes through CTHires as instructed or mail to Litchfield Bancorp, Attn: Human Resources Department, 86 Main Street, Winsted, CT

**OVERVIEW:** Serves the public and promotes good customer relations. Actively cross sells the Bank's products and services to meet the Bank's objectives. Performs a wide variety of transactions to service customers in conformance with established Bank policies and procedures.

**PRIMARY ACCOUNTABILITIES / RESPONSIBILITIES:** Performs any functions necessary, within scope of authority and expertise, to provide the highest level of service and responsiveness to customers and the community in which it serves.

- Provides efficient, effective and courteous customer service. Performs a variety of transactions to service the customer, including processing deposits, withdrawals, payments, check cashing, travelers checks sales, bond sales and redemptions, etc. Signs Bank checks within limits of authority.
- Maintains updated knowledge of Bank's products and services. Employs effective sales skills; identifies cross sales opportunities and makes referrals in line with established goals. Actively participates in sales campaigns, attends campaign functions and meets established sales goals. Recognizes and refers sales to established affiliates.
- Balances transactions and cash at the end of the day and participates in the branch settlement. May balance ATMs.
- Ensures that transactions are processed and the proper documentation is completed in compliance with applicable laws and regulations, and internal policy and procedure, i.e., Reg CC and the Bank Secrecy Act. Adheres to Security and Teller Policy and Procedure.
- May process vault transactions; orders and ships cash. Verifies all cash transactions. Balances vault.

- Performs administrative or clerical functions as needed, i.e., answer phones, file signature cards and contracts, etc.
- Performs all duties in accordance with prescribed regulatory compliance guidelines.

**OTHER ACCOUNTABILITIES / RESPONSIBILITIES:**

- May escort customers to safe deposit boxes.
- May back up Customer Service Representatives during absences. Opens basic deposit accounts.
- May serve as a receptionist (main office only).
- Serve as a resource to the teller line. Assist in new teller training.
- Attends relevant seminars and courses to update and advance knowledge and skills. Develops new business relationships.
- Performs related and unrelated duties as may be required. High School diploma or its equivalent.

High school diploma or its equivalent. Three to six months banking or retail cash handling/customer service experience. Demonstrated customer service and sales skills. Must be comfortable performing basic math procedures and have good communications, sales and organizational skills. Must be able to use various types of office equipment, including computer terminal. Able to lift up to 20 lbs. Stand for extended periods of time. Must be able to work extended or weekend hours.

**SUPERVISORY SCOPE: NONE**

**INDEPENDENT ACTION:** Performs work within established guidelines and according to specific procedures. Refers problems to immediate supervisor.

We are proud to be an equal opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status