

Full-Time Teller- Atlanta, Georgia

Credit Union: APCO Employees Credit Union

Email: sjarvis@apcocu.org

Phone: 1-800-249-2726; Ask for the HR Department.

Fax:404-506-3787 Attn: HR Department

This is a full-time Member Service Representative (teller) position located in the Atlanta, Georgia area.

The Member Service Representative is responsible for providing a variety of member service functions and having knowledge of all member service functions within the Credit Union. This position reports to the Deposit Ops Supervisor or Branch Supervisor. The Member Service Representative does not have any direct supervision duties. The Member Service Representative provides a variety of paying or receiving functions for members over the telephone, in person, or by mail; performs a broad variety of member service functions such as opening or closing accounts; actively cross-sells products and services of the Credit Union.

Key/Representative Activities:

- Provides front line member service and is the first impression in the branch
- Processes deposits, withdrawals, and payments for member accounts
- Prepares and completes documentation for products and services
- Opens and closes member accounts
- Assists members with basic debit/credit card needs
- Balances cash drawer daily
- Provides general Credit Union information to members

Essential Qualifications & Competencies:

- High school diploma required
- Some college experience preferred
- Cash handling and/or service experience required
- Professional, well-developed, interpersonal skills are necessary for servicing and for projecting a positive image to members of the Credit Union
- Accurately conveying detailed or important instructions
- Requires specific vision abilities such as close vision, adjusting focus for close computer work, and some color vision
- Ability to use primarily the fingers for typing, picking up small objects, or pinching

- fingers together
- Ability to sit for up to eight hours

ADA Section:

- Exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time as well as picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without corrections. Ability to receive detailed information through oral communication and to make the discriminations in sound
- Substantial movements (motion) of wrists, hands, and/or fingers
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading
- The worker is not substantially exposed to adverse environmental conditions (typical office or administrative work)

Please email your resume to sjarvis@apcocu.org or fax it to 404-506-3787 Attn: HR Department.

This job description is not intended to provide an all-inclusive listing of related job activities. Associates may be requested by management to perform other related activities in place of or in addition to those representative activities noted in this job description.

APCO Employees Credit Union is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.