

**HW3771 Switchboard Operator/Teller: Mountain Valley Community Bank-Cleveland Branch
(EEO/F/M/Veteran/Disabled)**

Essential Functions-**Switchboard Operator**- will need to answer the phones professionally and with business etiquette. Ability to transfer calls to the appropriate person for customer service and handle multiple lines in a calm manner.

Essential Functions-**Teller** – will receive checks/cash for deposit, verify amount, & examine checks for endorsements. Cash checks/pays out money after verification of signature & customer balances. Input customer transactions into computer to record transactions, and issues computer generated receipts. Place holds on accounts for uncollected funds. Orders daily supply of cash, counts incoming cash, purchase/sells cash to vault. Balance currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen. Process night drops, mail deposits, or courier deposits. Explain, promote, or sell products or services such as cashier's checks. Remove deposits from and count/balances cash in, automated teller machines and night depository. Accept loan payments. Recognize counterfeit bills. Create Currency Transaction Reports (CTR) when required. Verify and Scan Teller work. Redeem Savings Bonds & Handle Foreign Items.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7 No experience necessary. High School diploma or equivalent required. No in person inquiries.

Send Resume to info@mvcbank.com will receive application, voluntary Self-Identification and Self-Identification Disability forms.