UNIVERSITY OF SOUTHERN CALIFORNIA
Credit Union Teller I
Job Code: 115007

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides prompt and efficient handling of member service transactions and inquiries. Secures, maintains and balances cash.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

- Processes a variety of member transactions involving deposits, withdrawals, loan payments, transfers, money orders, travelers checks, verification and microfiche requests.
- Processes over-the-counter, mail and telephone transactions.
- Secures, maintains and balances cash.
- Cross sells Credit Union products and services.
- Maintains adequate supply of Credit Union forms and documents.
- Processes account verifications including microfiche copies.
- Files Credit Union signature cards, payroll deduction cards and other Credit Union documents.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential:  
    [ ] No
    [x] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
0 - 6 Months

Minimum Field of Expertise:
Ability to handle and balance cash with a member service orientation.

**Preferred Experience:**
- 1 Year

**Preferred Field of Expertise:**
- Teller experience in a credit union.

**Skills:** **Administrative:**
- Balance figures
- Compute totals
- Input data
- Verify calculations

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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