



Personal Banker

Reports to: Branch Manager
Location: River Oaks 77027
Department: Operations
FLSA Status: Non-Exempt

Position Summary:

The primary purpose of this position is to oversee all daily customer transactions, opening and maintaining customer accounts by performing the essential duties and responsibilities of the job.

Essential Duties and Responsibilities:

Include the following. Other duties may be assigned.

- Open commercial and consumer accounts.
- Perform account maintenance as needed.
- Place Reg CC and other account holds.
- Perform opening and closing branch duties.
- Receive checks and cash for deposit, verify amount, and examine checks for endorsements.
- Cash checks and pay out money after verification of signatures and customer balances.
- Perform end of day balancing procedures on currency, coin, and checks in cash drawer.
- Identify servicing opportunities for new and existing customers to include bank's products or services.
- Perform daily ATM balancing and night depository procedures.
- Balance vault.
- Follow all established policies and procedures in completing the essential duties
- Follows Texan Bank's goals, mission, vision and values
- Understand and comply with all bank procedures, laws and federal regulations
- Completes all required and ongoing education and training.
- Other duties as assigned

All Bank employees are expected to recognize suspicious activity and are responsible for discussing unusual transactions, circumstances, behavior, or activity with supervisory personnel or BSA Officer. All Bank employees are required to keep confidential any suspicious activity customer's may exhibit. Failure to abide by this requirement may result in monetary penalties assessed to the Bank and employee, up to and including termination.

Competencies:

To perform this job successfully, an individual must exhibit the following competencies in the performance of the essential duties and responsibilities of the job.

Competency	Description
Attendance & Punctuality	Schedules time off in advance. Begins working on time. Keeps absences within guidelines. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.
Customer Service	Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
Dependability	Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality.
Oral Communication	Speaks clearly and persuasively. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.
Quality	Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
Safety & Security	Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.
Team Work	Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.
Job Knowledge	Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Supervisory Responsibilities: None

Qualifications:

High school diploma or GED and a minimum of one year personal banking experience

Texan Bank is an Equal Opportunity Employer. All applicants should be advised that Texan Bank is an Equal Opportunity Employer. Any individual seeking employment will be considered for employment without regards to race, gender, color, creed, national origin, religion, marital status, sex, sexual orientation, gender identity, veteran status, or disability.