

**Position: US Bank Peak Teller - Oak Park Branch**

**Part-Time (15 Hour Fixed Schedule)**

**Schedule: 1:45-5:15 Wednesdays and Thursdays, 1:15-5:15 on Fridays and 9:15-1:15 on Saturdays**

**Responsibilities:** Responsible for demonstrating excellent customer service in accordance with the U.S. Bank Service Advantage Core Values. Works a specified number of hours (less than 20 hours per week) during peak business times in a branch, in-store or on-site location. Responsible for handling routine financial transactions (deposits, withdrawals, advances, payment, etc.), Performs merchant transactions such as accepting and verifying large merchant deposits of cash and/or coin, prepares cash shipment to fill customer requests, etc. while ensuring a positive interaction with customers/non-customers. Cross sells U.S. Bancorp products as appropriate. Follows established policies and procedures while processing transactions in an effort to minimize losses.

**Basic Qualifications**

- High school diploma or equivalent
- Minimum one year of experience in customer service.
- Physical requirements: May be required to stand for extended periods of time and may be required to lift bags/boxes of coin weighing up to 50 pounds

**Preferred Skills/Experience**

- Basic clerical and processing skills
- Effective interpersonal/customer service skills
- Strong reading, writing and mathematical skills
- Ability to communicate clearly and effectively with customers and coworkers
- Strong written and verbal communication skills
- Willingness to gain knowledge of U.S. Bancorp products
- Bilingual language skills a plus
- Previous cash handling experience

**Application Process:** <http://www.usbank.com> (Click on Careers at bottom of page) Enter Job Number 160013172