



*Skills/Abilities*

Must have strong verbal and interpersonal communication skills and also the ability to effectively communicate with members, management, and staff.

Strong strategic and creative thinking abilities

Assumes responsibility for achieving goals (goal oriented) and accuracy

Good customer service skills

Excellent interviewing skills

Must have a professional appearance, dress, and attitude

Strong financial and time management skills

Strong working knowledge of relevant software including Microsoft Office, Word and Excel

Builds collaborative and productive relationships in the branch

Possesses a passion for accuracy

*Physical Requirements*

While performing the essential duties of the position, the employee would be regularly required to stand, sit, walk, stoop, kneel, talk, and hear. Vision requirements include close vision and the ability to focus. The nature of this position requires physical mobility and the ability to occasionally lift and/or move a maximum of 30 pounds

*Working Conditions*

Work is performed indoors with some potential for exposure to safety and health hazards related to electronics work. May require periodic travel between branches. There is exposure to potential hazardous conditions such as robbery. Employees are to receive detailed instructions and procedures to follow in order to minimize risk. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

This job description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.