



# Denver Municipal Federal Credit Union

Job Description: **6030**  
**Teller Service Representative I**

Date: April 1995

**Reports to:** Teller Supervisor

**Objective:** To provide the initial point of contact for the immediate delivery of quality financial services to credit union members, and to coordinate the handling of member needs for products and services with other credit union staff.

**Essential Responsibilities:**

1. Greets members, determines the nature of the member's business, and promptly acts to complete the transaction or refers the member to the appropriate credit union staff.
2. Communicates to members general information concerning credit union services, policies and procedures, and performs cross-selling.
3. Receives share and account deposits, ensures for accuracy, and prepares proper receipt.
4. Receives loan and VISA payments, ensures for accuracy, and calculates interests in accordance with established procedures.
5. Provides cash advances on VISA and MasterCard, ensures for accuracy, and completes documentation in accordance with established procedures.
6. Provides travelers check service and money orders, as directed.
7. Disburses cash or check share and account withdrawals, and ensures for accuracy.
8. Operates in-house computer terminal and provides, as authorized, members with information concerning the status of their accounts.
9. Assists members in setting-up new accounts and in making changes to existing accounts, i.e., changes of name, address and other account information as needed.
10. Receives and processes direct deposits, payroll deduction starts, stops and increases.



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11. Trains and cross-trains Teller Service Representatives and other staff members as required or requested.
12. Completes, as required, signature cards, loan files and all member correspondence on a daily basis or, as authorized, within 10 days of receipt.
13. Opens and closes computer terminal accounts for assigned cash and transactions and balances to the terminal teller/close report; and remits receipts to Accounting.
14. Performs other related duties, including special projects, as required or requested.

**Qualifications:**

**Education/Experience:** Education equivalent to graduation from High School. Demonstrated accuracy in the handling of cash and recording daily financial transactions. Must be able to work flexible hours. Must be bondable.

**Performance:** Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

**Physical/Environmental Characteristics:** Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**

