

**Ames National Corporation
Job Description**

Job Title: ATM Teller
Location: First National Bank
Reports: ATM Supervisor

Date: August 2010

Major Function:

Responsible for the daily processing and balancing of all bank ATMs in a timely manner.

Key Job Responsibilities

- Balance daily work within given time frame and properly follow ATM policies and procedures.
- Ensure that each customer and non-customer receives outstanding service by providing accurate information and processing all transactions as efficiently as possible.
- Handle and resolve customer and non-customer concerns to ensure the highest possible satisfaction.
- Ensure that internal courier service to the branches is completed in a timely manner.
- Assist other employees/departments/branches to promote teamwork and good communication.
- Promote a positive bank image in the community.
- Participates in “special projects” as needed.

Requirements

Prior teller experience preferred

Requires basic knowledge of debits, credits and balancing techniques

Progressive, Positive Work History

Working knowledge of Microsoft Office (Word, Excel, Outlook)

Occasionally required to lift and/or move up to 50 pounds

Daily work involves frequent trips outside of the bank

Hours

Regularly Monday – Friday, 8:00 – 12:00