



TELLER POSITION

1404 14th Avenue, Fulton IL

Regularly Scheduled Part Time = Avg 25-30 hours/week
Non-Exempt Hourly

FUNCTION OF JOB

Central Bank Illinois is seeking qualified experienced applicants for the position of Teller at our Branch in Fulton, IL. The Teller provides customer service by processing customer transactions for checking and savings accounts along with various other direct customer related duties. Tellers process customer transactions and are responsible for their teller cash drawer including balancing and security on a daily basis.

This is a Regularly Scheduled Part Time position averages 25-30 hours per week. Scheduled hours vary and include most Saturday mornings to noon.

ESSENTIAL KNOWLEDGE & SKILLS

- Ability to deal effectively, tactfully, patiently and pleasantly with customers
- Excellent communication skills using proper grammar
- Must be trustworthy and discreet regarding confidential information
- Have a strong attention to detail
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with other branch employees
- Willing to adapt to change in procedures and tasks
- Have the ability to grasp new information and retain it
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Must be reliable and dependable with punctuality and attendance
- Experience with designated software programs such as Outlook, Excel, Word or Teller platforms, plus coin processing machines, printers, calculators and other related equipment beneficial
- Must be able to handle items of weight, including bagged and rolled coin

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

BENEFITS*

- Dental & Vision Insurance
- Life Insurance
- Vacation & Paid Time Off (PTO)

- 401k Profit-Sharing & Match
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

COMPENSATION

The pay range for this position is \$15.00 to \$18.00. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent upon factors, including but not limited to the individual's qualifications, experience, knowledge, skills, and abilities.

Interested applicants should send resume and cover letter to:

Central Bank Illinois

Lindsay Davis, AVP-Training Specialist & Branch Deposit Ops Officer

1404 14th Avenue

Fulton IL 61252

Or e-mail recruiter@central-bank.com.

Posted 8/08/2025

Equal Opportunity Employer

**Some benefits have an eligibility-waiting period*