



Position: PM Teller – Full Time
Location: Centreville, MD
Shift: Monday – Friday, PM shift (until 6 pm) with alternating Saturdays

The Teller is responsible for performing a variety of routine financial transactions of which the following are illustrative:

- Cashes checks, savings withdrawals, U.S. Savings Bonds, accepts loan payments, utility payments, makes cash advances, handles change orders, issues Official checks.
- Handles account servicing requests including stop payment requests, wire transfers, foreign currency orders, foreign check collection, cash advances, dormant account reactivation, address changes, and ATM/Debit card orders.
- Provides effective customer service by answering customer questions and troubleshooting issues with ATM/Debit cards, online banking and other account related issues.
- **Knowledge, Skills and Abilities**
- High school diploma or equivalent. or 1 year of related experience and/or training.
- Strong skills in keyboarding and personal computer operation; word processing and spreadsheet software.
- Basic math skills with the ability to count currency and coin in a timely manner.
- Effective verbal, written and interpersonal communication skills.

Please email resume and/or completed application to HR@queenstownbank.com.

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