UNIVERSITY OF SOUTHERN CALIFORNIA

Teller I

Job Code: 113911

Grade: D

OT Eligible: Yes

Comp Approval: 9/9/1993

JOB SUMMARY:
Accepts and processes one or more of the following -- departmental deposits, G-receipts, tuition payments, fee payments, checks presented for encashment.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ __________ Accepts and processes one or more of the following -- departmental deposits, G-receipts, tuition payments, fee payments, checks presented for encashment.

_____ __________ Cashes checks following established procedures for identification and check cashing limits. Exchanges coin and currency for depositors. Completes and verifies order forms for deposit slips. Provides related supplies.

_____ __________ Verifies, secures and maintains cash received from vault. Balances work and funds at the end of the day and completes necessary paperwork for transmittal and/or recordkeeping purposes.

_____ __________ Sells Travelers Cheques.

_____ __________ Prepares daily bank starts and/or performs daily audits of bank starts used.

_____ __________ Disburses requisitions and expense and departmental checks to employees with proper identification.

_____ __________ Faces negotiable items received at work station. Determines proper handling of negotiable items based on bank requirements and University procedures.

_____ __________ Responds to phone calls or window inquiries pertaining to departmental procedures for assigned area of responsibility.

_____ __________ Relieves at various teller stations.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
**JOB QUALIFICATIONS:**

**Minimum Education:**

High School or equivalent

**Minimum Experience:**

6 - 12 Months

**Minimum Field of Expertise:**

Experience as a Bank Teller, bookkeeper or cashier. Some experience with a personal computer for data retrieval purposes. Proven oral communication skills to be able to interact with customers.

**Skills: Administrative:**

- Answer telephones
- Balance figures
- Compute totals
- Input data
- Research information
- Verify calculations

**Skills: Machine:**

- Personal Computer

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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