

Clerk Typist

SUMMARY:

Assist departmental staff as required. Compiles and maintains records of business transactions and office activities of the organization by performing the following duties.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Performs customer service functions such as opening accounts, assisting customers with account inquiry, acting as a Teller, telephone answering, and assisting with general office routine.
- Assists the Loan Department in such routine tasks as obtaining credit reports, completing status reports, acting as Receptionist, complete forms and routines as might be assigned by department personnel.
- May be required to prepare, issue, and send out receipts, bills, policies, invoices, statements, and checks
- Researches records for information requested by customers and employees
- May maintain inventory records and control inventory in/out flow.
- Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)