

Safe Deposit Clerk

SUMMARY:

Performs various duties to provide safe deposit customers with service and insure the security of the boxes.

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

- Controls customer entrance within the vault area.
- Observes all security conditions and procedures for the safety and protection of customers and the organization.
- Opens and closes safe deposit accounts.
- Reviews safe deposit procedures for new customers.

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