

6. Promptly answer telephone inquiries and forward the call to appropriate team members as necessary.
7. Maintain knowledge of and comply with all credit union policies and procedures, including state and federal regulations.
8. Accurately and efficiently complete all member or account related forms and forward to the appropriate department for action and/or filing (for example, stop payments, unauthorized debit etc.)
9. Perform opening/closing procedures.
10. Promote teamwork by assisting other teammates when needed or assisting in special projects as requested by a supervisor.
11. All other duties as assigned.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Team Member Name (printed): _____

Signature: _____

Date: _____