

Junior Checking Clerk

SUMMARY:

The Junior Checking Clerk's primary responsibility is to assist the Senior Checking/Checking Accounting Clerk with problems, operation of checking accounts, and maintaining files for customers.

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

- N.S.F. transactions and reports, ordering new checks for customers, opening new accounts, performing stop payments, researching and balancing, wire transfers, and all direct deposit transactions, such as Social Security checks.
- Processes record keeping and paperwork associated with customer use of all accounts under the jurisdiction of this Division.

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