



TOPCU

Receptionist - Position Description

POSITION SUMMARY

As the first person seen when entering the building, the receptionist creates a welcoming atmosphere to TOPCU members, assists members with general enquiries or refers to the correct employee when necessary. Situations can move quickly from low stress to high stress and can require long and flexible hours. These work hours include weekends & holidays.

ESSENTIAL FUNCTIONS

- Monitor the lobby area to ensure appropriate wait times
- Assist members with service requests and problem resolution through appropriate channels, including but not limited to: operation services, statements, new account requirements, travel notifications, member emails through MFA and debit/ATM PIN resets
- Assist members with operation services, statements, new account requirements, etc.
- Process returned mail
- Follow-up on commitments and member interactions by calling or writing member
- Direct members to appropriate department for needed service, member services, lending, teller services, etc.
- Per members request print temporary checks and/or order checks if account is open and in good standing
- Call and inform members when check orders addressed to credit union arrive, verifying member identity for pickup
- Process address changes after verifying identification of member in all databases
- Log Fed Ex, UPS, and other overnight mail and package deliveries for distribution
- Distribute indirect loan papers and payoffs from dealers
- Maintain internal teamwork
- Actively promote and cross sell appropriate products and services to meet individual, departmental and company goals
- Make referrals to other specialists when appropriate
- Actively participate in TOPCU business development and other promotional events
- Understand compliance issues, adhere to regulations, and attend training as related to the position
- Perform notary requests
- Provide timely, accurate and complete reports and act upon results as necessary, including but not limited to: Personix
- Perform other duties as assigned
- Mandatory compliance of all BSA/AML regulations, forms and procedures:
 - Maintain awareness of and report suspicious activity
 - Complete annual BSA training
 - Notify the Compliance Officer of any substantive discrepancies

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Our mission and values, and communicate it to all members internal and external
- TOPCU's products, services, policies and procedures
- All applicable state and federal regulations
- Microsoft (Word, Excel, Power Point), Windows and all programs/software applicable to department

Skills:

- Excellent organization
- Strong written and verbal communication
- Customer Service
- Active listening
- Effective problem-solving

Ability to:

- Follow TOPCUs policies and procedures
- Understand relevant federal and state regulations and apply to job functions effectively
- Work in a fast-paced, highly motivated atmosphere
- Learn and utilize computer based operational systems applicable to department
- Remain flexible, to handle a variety of tasks with changing priorities
- Lift up to 20 pounds

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- High School diploma or GED
- Six months of related customer service or financial experience

Preferred:

- Experience in a financial institution

PRE-EMPLOYMENT

Pre-employment Credit Check: Yes

Pre-employment Bondability Check: Yes

Pre-employment Drug Testing Required: Yes

Pre-employment Background Required: Yes

Reports to:	Branch Management	FLSA:	Hourly – Non-exempt
Location:	Main Branch	Status:	Full-Time
Reviewed:	6/19 (M Scarzello)	Created:	7/13 (updated: 6/19)
Supervisor:	No		

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit				X
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist			X	
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another			X	
Carry	Transport an object			X	
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion			X	

Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color				X
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. Any one position may not include all of the duties listed, nor do any listed examples include all tasks, which may be found in positions of this class. This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.