

Chino Commercial Bank is looking for a qualified applicant to fill an open Utility position within our Bank. This position is one who works as a front line teller, merchant teller and new accounts. The candidate must have at least two years current banking experience, preferably, and possess excellent customer service and sales skills. This is a full time benefited position.

The position of Utility is responsible for performing routine and intermediate branch and customer services duties; accepts retail and commercial checking and savings deposits; processes loan payments; cashes checks and savings withdrawals; assists with night depository and ATM duties; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. The position of Utility also is required to be fully knowledgeable and skilled in the areas of new accounts, teller, vault, safe deposit and branch operations, and is expected to provide leadership, training and support to less experienced tellers and other staff members. The position must maintain compliance within audit, internal controls, security, BSA, and CTR standards.