

IRA & CD Clerk

SUMMARY:

Compiles and maintains records of Individual Retirement Accounts and Certificates of Deposit accounts.

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

- Explains and sells to customers Individual Retirement Accounts and Certificates of Deposit.
- Keeps accurate records and reports on all transactions.
- Performs transfers and closing of these accounts as well as changes do to any other irregularities.

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