

# Job Description

## Bank Runner/Supply Clerk

**Department:** Supply and Security  
**Reports to:** Security and Facilities Coordinator  
**Supervises:** N/A

**Date:** July 31, 2018

**Summary:** Maintain all bank properties and buildings in a clean and orderly condition by performing the duties listed below. Provide support with opening the Main Office, coordinating building and maintenance issues (interior and exterior), meeting supply needs, and mail runs to the departments and branches of the bank.

### Duties and Responsibilities

#### 1. Timeliness

- Maintain cleanliness of the exterior of the Las Cruces Main Office and its local branches
- Ensure bank equipment, furniture and fixtures, and ATM's are properly maintained and in working condition
- Check ATM's for card skimmers (wiggle card readers and inspect for added cameras)
- Perform various runs for the bank and its branches
- Fill supply orders using automated system and deliver to branches
- Assist with maintaining the bank's vehicles with scheduled maintenance
- Have the Main Office secure and open for employees daily by 7 am

#### 2. Accuracy

- Pick up and sort mail twice daily by 7:15 am and 10:30 am
- Maintain the bank's supply stock and fill bank-wide needs in a timely fashion
- Maintain the bank's common break-room and other areas as needed to ensure refrigerators, filters, and coffee areas are stocked and in good working order
- Adhere to bank's security policies and procedures when securing the Main Bank

#### 3. Efficiencies/Projects

- Maintain storage areas in an orderly fashion
- Inspect (for simmers), and clean all ATM's/Vat Carriers monthly
- Continually assess duties of the position for efficiency
- Take on projects on a quarter/yearly basis to assist the department in its objectives
- Assist with facilities maintenance as necessary

#### 4. Quality Service

- Provide courteous, accurate and timely service
- Follow the core values and standards set by the Bank
- Assist in supporting bank events

Other duties as assigned

**Qualifications**

A high school diploma or a general education degree is required. Must have knowledge of basic computer skills. Ability to communicate effectively with vendors and co-workers. Ability to apply common sense and understanding to carry out instructions furnished in written or oral form. Must have a current New Mexico driver's license with an excellent driving record. The employee must

occasionally lift and/or move up to 100 pounds. Duties require standing, walking, using hands and arms for reaching, climbing, balancing and operating moving mechanical machinery.

**Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to use hands, fingers and feet for driving. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to talk and hear to effectively communicate with employees and vendors.