

# Tellers

SOC: 43-3071 • Career Profile Report

## ■ Key Facts

<b>\$39,340</b> Median Salary	<b>44,900</b> Employment	<b>-13.0%</b> Growth Rate
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## ■ Requirements & Salary Range

Education: High school diploma

## ■ Automation Risk Assessment

**Medium Risk** - 50.0% probability of being automated in the next 10-20 years.  
This job has some routine elements but still requires human judgment and interaction.

## ■ Work-Life Balance

**8.8/10** - Excellent work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

## ■ Top Skills Required

Communication skills, Customer-service skills, Detail oriented, Integrity, Interpersonal skills, Math skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Tellers typically perform the following tasks:

- Balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines.
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
- Monitor bank vaults to ensure cash balances are correct.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Count currency, coins, and checks received, by hand or using currency-counting machine, to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.
- Enter customers' transactions into computers to record transactions and issue computer-generated receipts.
- Examine checks for endorsements and to verify other information, such as dates, bank names, identification of the persons receiving payments, and the legality of the documents.
- Resolve problems or discrepancies concerning customers' accounts.
- Prepare and verify cashier's checks.
- Process transactions, such as term deposits, retirement savings plan contributions, automated teller transactions, night deposits, and mail deposits.
- Answer telephones and assist customers with their questions.
- Identify transaction mistakes when debits and credits do not balance.
- Carry out special services for customers, such as ordering bank cards and checks.
- Sort and file deposit slips and checks.
- Receive and count daily inventories of cash, drafts, and travelers' checks.
- Order a supply of cash to meet daily needs.
- Arrange monies received in cash boxes and coin dispensers according to denomination.
- Receive mortgage, loan, or public utility bill payments, verifying payment dates and amounts due.
- Explain, promote, or sell products or services, such as travelers' checks, savings bonds, money orders, and cashier's checks, using computerized information about customers to tailor recommendations.
- Count, verify, and post armored car deposits.

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Source: <https://www.bls.gov/ooh/office-and-administrative-support/tellers.htm>