



Lac Courte Oreilles Federal Credit Union
LCO Box 1710 / 13829W County Rd B – Hayward, WI 54843
Phone 715.634.7772 – Fax 715.634.7780

****Immediate Opening****
Member Service Representative (MSR)
Full-Time and Part-Time position open!

Hours: Monday-Friday 8:45-5:15 -Rotating Saturdays
Salary: \$11.00-12.50 Starting Rate D.O.Q.
Location: LCO Federal Credit Union
Supervision: Credit Union Manager/Assistant Manager
Posting Date: January 22, 2020
Closing Date: February 5, 2020 or Until Filled

Position Summary:

This position is in a professional setting and requires excellent customer relations and the ability to work well with others. The ideal MSR will have some computer experience and have the ability to learn new software easily. Assist members with deposits/withdrawals, check cashing, loan intake, answering phones, and various office related duties as assigned by the General Manager. A qualified candidate will be at ease with routine and sometimes tedious tasks related to data entry and file management. Previous cash handling experience is preferred but not necessary.

Qualifications:

- ◆ Must be a mature adult of at least 18 years of age.
- ◆ **Must pass a background check & be bondable.**
- ◆ Must possess a high school or equivalent diploma.
- ◆ Must maintain a professional appearance, attire, and attitude.
- ◆ Must comply with bank secrecy laws.
- ◆ Must adhere to confidentiality policies.
- ◆ Must have some basic computer skills.
- ◆ Must possess a driver's license and reliable transportation.
- ◆ Must be able to pass a pre-employment drug screen.

Application Procedures:

Submit application, resume including three (3) personal references. Resume should include contact information, education, and work experience for the last three years (related experience in customer relations or financial institutions).

Completed applications can be sent to:
LCO Federal Credit Union
LCO Box 1710/13829W County Road B
Hayward, WI 54843

***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***