



**Job Title:** Member Services Representative (Teller)

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**Organization:** Northern Eagle Federal Credit Union  
**Supervisor:** Northern Eagle Manager

**Locations:** Nett Lake/Vermilion  
**Work Hours:** Part-Time  
Monday - Friday

**OPENING DATE:** 5/11/18  
**CLOSING DATE:** until filled

<b>FLSA Classification:</b>	Nonexempt
<b>Hourly Rate:</b>	\$11.00-13.00/hr (DOQ)
<b>Criminal History Required:</b>	Yes
<b>Suitability Determination Required:</b>	Yes
<b>Driver's License:</b>	Yes

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**Job Summary:** Responsible for providing a variety of paying and receiving functions for members in person, via phone, and through the mail, including processing deposits, withdrawals, loan payments, cashiers' checks, money orders, and cash advances. Balances each day's transactions and verifies cash totals. Performs a broad variety of member services functions such as opening and closing accounts, renewing certificates, and assisting members with bookkeeping and checking account problems. Answers members' questions regarding Credit Union services provided and performs a variety of account maintenance duties. Actively cross-sells credit union services. Performs specific assigned side-jobs including various clerical and receptionist functions, and assists other Member Service Representatives with duties as required. Serves members promptly and professionally.

For a full list of duties and responsibilities, please contact Northern Eagle Manager, Linda Barto.

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**Educational/Experience Requirement:** High-school diploma or equivalent required.

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**\*\*Pre-Employment Drug Testing Applies.**

**\*\*\*A bondability check will be performed with the Credit Union's insurance company to determine whether or not an applicant would be covered by the Credit Union's liability insurance.**

**SUBMIT APPLICATION TO:**

Northern Eagle Federal Credit Union  
ATTN: Linda Barto  
5342 Lakeshore Dr. Nett Lake, MN 55772  
Fax: 218-757-0051  
[ltbarto@northerneaglefcu.org](mailto:ltbarto@northerneaglefcu.org)