



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)/Teller

Hours: Monday-Friday 8:45-5:15 -Rotating Saturdays
Salary: \$13.00-14.50 Starting Rate (D.O.Q.)
Location: LCO Federal Credit Union
Supervision: Credit Union Manager/Assistant Manager
Posting Date: February 24, 2022
Closing Date: Open 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 Procedure:

Submit **complete LCO Employment Application, resume, at least three (3) personal letters of references**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Recourse Department

13394 W. Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

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