



CHOCTAW FEDERAL CREDIT UNION

P. O. Box 6284 • 203 Choctaw Town Center • Choctaw, MS 39350 • Phone (601) 656-0055 • Fax (601) 656-9774

Job Announcement

POSITION TITLE : Credit Union Clerk/Teller
SALARY : Negotiable
OPENING DATE : October 1, 2018
CLOSING DATE : October 12, 2018
SUPERVISOR : President/CEO, Choctaw Federal Credit Union
JOB LOCATION : Choctaw Federal Credit Union at Choctaw Shopping Center

TYPE OF EMPLOYMENT: Full-Time Regular

SCOPE OF SERVICE:

The Credit Union Clerk/Teller is responsible for over-the-counter transactions (withdrawals, deposits, loan payments) and answering the phone. The Credit Union Clerk/Teller will be the primary contact to members and assist the manager in office procedures. The Clerk/Teller will have good customer service with our members.

RESPONSIBILITIES AND DUTIES:

1. Daily Deposits to the Bank
2. Handle all the over the counter transactions.
3. Answering phone calls and handling member inquiries in a friendly and professional manner.
4. Assure that all credit union member information is kept confidential.
5. Assist in completing membership applications and enter member information on computer.
6. Files member payroll deductions, membership cards, and other forms that need to be filed.
7. Open Accounts to new members.
8. Post ACH and Share Draft Files.
9. Assist the Loan Officer and Member Service Representative.
10. Other duties as assigned by the President/CEO.

"People Helping People"



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WORK ENVIRONMENT:

Primarily an office environment in the Choctaw Shopping Center of the Choctaw Federal Credit Union Office.

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Must have good computer skills
3. Must have knowledge of accounting procedures.
4. Typing skills at 40 words per minute.
5. Good written and oral communications skills.
6. Must be willing and able to deal with the general public in a friendly professional manner.
7. Ability to follow instructions, assure completeness of work assignments.
8. Able to work well with minimum supervision.
9. Ability to establish positive person to person communication with credit union field of membership
10. Valid Mississippi driver's license, personal transportation and liability insurance required.

IF INTERESTED, PLEASE REQUEST OR SUBMIT APPLICATION TO:

Sandy L. Balderas, President/CEO
P.O. Box 6284
Choctaw, MS 39350

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