

# Member Service Representative MSR [Permanent, part-time]

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POSITION: MSR Member Service Representative  
ORGANIZATION: Leatherstocking Region Federal Credit Union  
DEPARTMENT: MSR  
TERM: Permanent, part-Time  
TIME REQUIREMENTS: Varies during operating hours (Monday-Saturday availability)  
# OF JOB OPENINGS: 1

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## **JOB DESCRIPTION/QUALIFICATIONS**

*Leatherstocking Credit Union has an opening for a permanent, part-time Member Service Representative. The successful candidate will be organized, responsible, and dedicated to customer service.*

*Some major responsibilities include, but are not limited to:*

*Processing daily check and money transactions including deposits, withdrawals, IRAs, certificates, and more*

*Process ATM and night drop deposits*

*Service member accounts*

*Answer phone calls from members or perspective members*

*Other duties or projects as assigned*

*This position requires availability during our operating hours of Monday-Saturday. Prior banking experience is preferred but not required. NOTE: Prospective candidates must be fully vaccinated against COVID-19.*

## **SALARY**

*Competitive starting pay rate.*

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## **APPLICATION PROCEDURE**

Please forward resume and cover letter to:

Hank Testa  
Human Resource Specialist  
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