

JOB OPENING NOTICE

Position: MEMBER SERVICES REPRESENTATIVE
Member Services Department – Alameda
Group 2 = \$31.44 per hour
40 hours a week

Job Description:

Performs a variety of clerical duties: Processes and verifies membership applications, records payments of fees and service dues and verifies reports reflecting that information, coordinates with the Credit Union and Trust Fund in the application of Vacation and Holiday funds to applicants paying by installment. Processes requests for withdrawal cards, clearance cards, dues refunds, dues rate changes, and good standing fund. Processes dues payments by credit card or made through payroll deduction, payroll deduction billings and member checks returned from the bank. Verifies dues payments paid by the year and check-off applications. Makes deposits; sorts daily mail. Utilizes computer reports to ensure correct transaction processing.

Initiates form letters and correspondence on own initiative to members, district offices and outside agencies or companies requesting information. Communicates and coordinates with office personnel, members, check-off companies and others relative to the Member Services department operation. On an as needed basis will provide telephone switchboard operator relief. Other duties as assigned by the Office Manager.

Typing with accuracy and ability to operate a 10-key adding machine a must. Excellent customer service skills, a team player and phone etiquette are essential. Must have good work history/attendance record.

Pursuant to the OPEIU Local 29 contract, we will first consider applications from current employees, then applications from OPEIU Local 29 referrals, then from other sources.

Excellent union benefits including medical and pension
EEO employer

Please submit resume and cover letter to jmciver@oe3.org by **5:00 p.m. on Friday, May 13, 2022.**

TW:jmc
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