

# JOB OPENING NOTICE

**Position: MEMBER SERVICES REPRESENTATIVE**  
Member Services Department – Concord  
Group 3 = \$34.92 per hour  
40 hours a week

## Job Description:

Performs various clerical duties: Processes and verifies membership applications, records payments of fees and service dues, verifies reports reflecting that information, and coordinates with the Credit Union and Trust Fund in applying Vacation and Holiday funds to applicants paying by installment. Processes requests for withdrawal cards, clearance cards, dues refunds, dues rate changes, and good-standing funds. 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 to members, district offices, 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, we will provide telephone switchboard operator relief. Other duties as assigned by the Office Manager.

Typing with accuracy and the ability to operate a 10-key adding machine is a must. Excellent customer service skills, a team player, and phone etiquette are essential functions of this role. Must have a good work history/attendance record. Must be proficient in Microsoft Office Suite, specifically Word, Excel, and MS Outlook Exchange.

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

Excellent union benefits including medical and pension  
EEO employer

Please submit your resume and cover letter to [jobs@oe3.org](mailto:jobs@oe3.org) by **5:00 p.m. on Wednesday, November 27, 2024.**

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