

Chicago Municipal Employees Credit Union

Contact Information

Contact: If you are interested in this employment opportunity, please e-mail your resume to careers@cmecuonline.org, fax to 312-236-0962 or mail to, Chicago Municipal Employees Credit Union, 33 N. LaSalle, Ste. 300, Chicago, IL 60602.

Chicago Municipal Employees Credit Union is currently seeking self-motivated individual who can work independently and have the drive to move ahead to join our Document Retention team. We are located in downtown Chicago. Our Credit Union is growing and committed to employee growth and customer satisfaction. Contact: If you are interested in our employment opportunities, please e-mail your resume to careers@cmecuonline.org, or fax to 312-277-7698

Document Retention/Administrative Clerk

Reports To: CEO or Designee

Department: Document Retention

Supervises: None

FLSA: Non-Exempt

Job Summary: Responsible for the manual and electronic storage, maintenance and retrieval of the files for the credit union. Stores program reports and fiche.

Essential Functions:

- ❖ Review, scan and index documents
- ❖ Sort and file all member information
- ❖ Obtain microfiche copies of statements per members' request
- ❖ Maintain membership records
- ❖ File all signature cards
- ❖ File all loan folders pulled throughout the day
- ❖ Ensure that the archive records are properly stored and easily accessible
- ❖ Ensure that all readily available records are current
- ❖ Check and maintain regular supplies and notify supervisor of supply needs
- ❖ Photocopy documents
- ❖ Receive and announce visitors and guests to credit union
- ❖ Answer telephone, forward calls to appropriate personnel and take messages
- ❖ Maintain schedule for use of various credit union rooms/meeting spaces
- ❖ Other duties as assigned to accomplish the goals and objectives of the Credit Union

Qualifications: High School diploma or equivalent. Some experience preferred.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and bend.

The employee must regularly lift and/or move up to **50 pounds**. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.