

Notice of Job Opening

To: All Districts
From: Amy Tipton
Date: February 23, 2026
Re: MSR opening in Atoka (Floater)

This position is being posted Internally and Externally

Member Services Representative (Floater)

STEMC is currently accepting applications for a full-time Member Services Representative (floater) position to be based out of the Atoka office but also work in the Covington and Brownsville offices as needed.

A high school diploma or equivalent is required. Some college or business education is desirable. Applicants must have a basic knowledge of bookkeeping and/or accounting procedures and standard office machines. Experience in handling and balancing cash is required. Basic computer literacy and experience with basic office-related software are required. Experience dealing with the public is highly desirable. Applicants must be able to manage detailed work accurately. Must be able to type, use a calculator and must be able to write legibly.

Benefits include health, dental, life and LTD insurance, 401K, paid vacation, sick leave, and holidays. Applications may be submitted to any STEMC office or downloaded from our website at www.stemc.com and e-mailed to atipton@stemc.com or sdinkins@stemc.com by 5:00 p.m., Monday, March 9, 2026.

An Equal Opportunity Employer male, female, disabled.