



## Collector

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Third-party legal collector. Responsible for collecting through life of file, from first placement to beyond judgment. Strong pre-suit phone effort. Must trace for, and verify assets for suit determination and post-judgment execution.

### **Primary Responsibilities:**

- Focus on call quality, FDCPA adherence, call flow, and final disposition of the files being called.
- Make outbound telephone calls/ receive inbound telephone calls.
- Contact all delinquent accounts assigned to attempt collection and attempt to secure payment according to our client guidelines and in compliance with the Fair Debt Collections Practices Act (FDCPA)
- Provide thorough, efficient, and accurate account updates on computer files for each call made or received.
- Position will require candidate to learn the legal aspects of collecting, from requesting a lawsuit, perfecting service of the lawsuit, to filing wage garnishments, liens, working with debtors on settlements, to dismissing lawsuit and/or satisfying judgments.
- Position will require working with courts on the above filings. Must have good communication skills.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Qualifications and Requirements:**

- Education:
- Experience: Minimum 1 year experience in collections. Legal collections experience is a plus.
- Computer Skills: Strong computer skills
- Travel: N/A
- Other: Knowledge of FDCPA regulations is a plus

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays and generous paid time off (PTO) policy.*