



Collector

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.
- 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: High School education or equivalent
- Experience: Minimum 1 year experience in collections. Legal collections experience is a plus.
- Ability to prioritize conflicting demands, takes initiative, outstanding interpersonal skills with the ability to work in a group and independently with a multitude of personalities. Ability to interact effectively in difficult situations.
- 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, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: *Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*