



## Legal Debt Collector

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This is not a dialer environment. This is not a collection agency position. Legal Debt Collectors are responsible for the life cycle of a file from the date of placement to beyond, including obtaining a legal judgment when necessary. Experience can be beneficial, but we are willing to train the right individual in all aspects of the job. Flexible schedule and ability to work remotely on a part-time basis. \$17.00 to \$19 per hour plus monthly commission (typical commission is between \$300 to \$1,500 per month)

### **Primary Responsibilities:**

- Managing a portfolio of accounts and guiding them through the legal collection process.
- Inbound and outbound calling (no dialer), as needed. This is approximately 20% of your day.
- Determining when to get in-house legal team involved.
- Using all data, both provided by clients and obtained through investigation, to locate individuals, identify assets, and determine the collectability and benefits of taking legal action.
- Understanding the civil lawsuit process and being able to discuss remedies and solution options with the individuals affected, including negotiating repayment plans and settlements (willing to train).
- Analyzing credit bureau reports and data from 3<sup>rd</sup> party vendors.
- Understanding and following the Fair Debt Collection Practices Act.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Skills:**

- Excellent communicator, both verbal and written.
- Organized.
- Able to work in a fast-paced environment.
- Basic computer skills.

### **Qualifications and Requirements:**

- Education: Associate or bachelor's degree preferred
- Experience: One year experience with a legal portfolio of accounts is preferred
- 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

### **Pay**

\$17.00 to \$19 an hour plus monthly commission (typical commission is between \$300 to \$1,500 per month)

*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.*