



Legal Debt Collector

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.

Pay Range \$24-\$34 per hour plus commission paid monthly.

Primary Responsibilities:

- Managing a portfolio of accounts and guiding them through the legal collection process.
- Inbound and outbound calling as needed.
- 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 3rd 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: High School education required.
- Experience: Minimum five years experience at a collection law firm.
- 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

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.