Para Collector Level 1

The Para-Collector level 1 is a key member of a small, collaborative collections team, responsible for managing a portfolio of accounts throughout the legal collection process. This role involves investigating accounts, analyzing data, locating assets, and garnishment follow up.The position offers a flexible schedule and the ability to work remotely on a part-time.

Pay: $18 - $22 per hour plus monthly commission

Primary Responsibilities:

- Skip tracing assets and location.
- Garnishment follow up with employers and courts
- 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.
- 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.
- Performs other incidental and related duties as required and 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 diploma
- Experience: One year office experience preferred
- Traits: Self-motivated, independent worker with sound judgment and discretion. Must maintain professionalism, impartiality, and confidentiality. Attention to detail and organizational skills are essential.
- Travel: None required

Great work environment and attractive benefits package including health, FSA, HSA, 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.