

Credit Relations Representative – Job Description Summary

Assists in the collection of all delinquent accounts of consumer, mortgage, Visa and other loans as well as processing garnishments, levies, and other actions to recover past due accounts. Accountable for initiating, pursuing, and ensuring prompt recovery of all monies owed to the organization that have been classified as past due.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment