

## **Recovery Specialist – Job Description Summary**

While consistently demonstrating organization excellence, responsible for the consistent and effective follow-up on Consumer Loan Charge Off's to ensure that every charged off loan is being managed to obtain the maximum recovery dollar for the organization. This includes, but is not limited to Small Claims Court, Real Estate Attachments, Internal Repayment Agreements, Collection Agencies and District Courts. As well provides administrative and collections support to the Collections Department.

The complete job description covers the following topics:

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