



JOB DESCRIPTION

Job Title: Debt Recovery Attorney **FLSA:** Exempt

Reports to: Debt Recovery Practice Leader

Summary: Member of debt recovery group focusing on collection of unpaid assessments from homeowners within covenant controlled communities (condominiums, townhomes, single-family homes) through judgments/judicial foreclosure.

Essential Responsibilities:

- Initial case intake and evaluation of delinquencies.
- Direct preparation/approval of pleadings in county, district and bankruptcy court.
- Pre and post-trial negotiations, including ADR.
- Evaluate post-judgment options, garnishments, interrogatories, stipulations and foreclosures.
- Prepare and monitor all post judgment collection efforts.
- Prepare for and conduct returns, hearings, trials and appeals.
- Conduct legal research as necessary or requested.
- Monitor and evaluate bankruptcies and foreclosures.
- Respond to client inquiries regarding status of pending matters.
- Maintain and review status reports.
- Client interaction via correspondence, phone and email.
- Participate in firm business development activities.
- Handle heavy case load of approx. 900 files.
- Supervise, develop and utilize staff to effectively manage caseload.

Qualifications and Skills:

- License to practice law in Colorado, with 3+ years of experience in legal collections practice.
- Advanced knowledge of FDCPA.
- Excellent organizational/multi-tasking skills and ability to exercise judgment/discretion.
- Excellent oral and written communication skills.
- Strong interpersonal skills to handle sensitive situations with poise, tact and diplomacy.
- Must interact and communicate with individuals at all levels of the organization.
- High level of initiative and foresight in completing assigned projects.
- Excellent grammar, spelling, editing, writing and verbal skills.
- High attention to detail in composing/proofing, establishing priorities, meeting deadlines.
- Must be able to work in a high volume, fast-paced, often stressful environment with ability to juggle multiple competing tasks and demands.
- Strong computer skills including: Outlook, Word and Excel.
- Experience in some type of case management and billing software.

ADA:

- Must be able to sit for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.
- Must have the ability to reach over your head to file.
- Must be able to lift in excessive of 10 pounds.