



## **JOB DESCRIPTION**

**Job Title:** Debt Recovery Associate Attorney

**FLSA:** Exempt

**Reports to:** Debt Recovery Department Head

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

### **Essential Responsibilities:**

- Initial case intake/delinquency evaluation, pre-/post-trial negotiations, including ADR.
- Direct preparation/approval of pleadings in county, district and bankruptcy court.
- 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. 700 files.
- Supervise, develop and utilize staff to effectively manage caseload.
- Consistent and on-time attendance is required.

### **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.
- English Proficiency – speaking, reading, and writing.

### **ADA:**

- Must be able to remain in a stationary position for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.
- Must be able to lift in excess of 10 pounds.

\*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.\*

**BENEFITS:**

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ▪ Medical insurance               | ▪ Long-term disability insurance    |
| ▪ Health Savings Account          | ▪ Life insurance                    |
| ▪ Dental insurance                | ▪ AD&D insurance                    |
| ▪ Vision insurance                | ▪ 401(k) with employer contribution |
| ▪ Short-term disability insurance | ▪ Profit-sharing plan               |

**SALARY RANGE:**

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is an exempt, salaried position with a base compensation range of \$60,000-\$130,000 per annum.