



JOB DESCRIPTION

Job Title: Debt Recovery Clerk **FLSA:** Non-Exempt

Reports to: Debt Recovery Department Head

Summary: Provide support, including but not limited to copying, filing, data entry, scanning, and electronic filing for debt recovery department.

Essential Responsibilities:

- Close files electronically and physically.
- Work task lists as assigned by attorneys.
- Process pleadings by E-filing for assigned attorneys.
- Communicate with process servers/sheriffs and track outstanding services.
- Copy, file, and send out correspondence and documents for mailing.
- Request ledgers from management companies and board, including online data pulls and via email communication with clients.
- Run reports and update data, including updates to status report app.
- Scan documents to document management system.
- Assume additional duties and responsibilities as assigned by attorneys.
- Consistent and on-time attendance is required.

Qualifications and Skills:

- High school graduate, GED, some college preferred.
- At least 1 year of legal support staff experience in a law firm setting.
- At least 1 year of experience or exposure to debt collections practices.
- Knowledge of and experience adhering to FDCPA.
- Ability to interact and communicate with individuals at all levels of organization.
- Excellent grammar, spelling, editing, writing and verbal skills.
- Must be able to work in a fast-paced 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 a plus.
- English Proficiency – speaking, reading, and writing.

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 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
- Health Savings Account
- Dental insurance
- Vision insurance
- Short-term disability insurance
- Long-term disability insurance
- Life insurance
- AD&D insurance
- 401(k) with employer contribution
- 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 a non-exempt, hourly-paid position with a base compensation range of \$40,000-\$50,000 per annum.