

## **Collector II – Job Description Summary**

Responsible for 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, by correspondence and direct contact with customer/member and organization attorney in all courts of jurisdiction including but not limited to Superior Court, Bankruptcy Court and Justice Court.

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