

Repossession & Foreclosure Specialist – Job Description Summary

Responsible for directing and managing the maintenance, repair, and security of repossessed and foreclosed properties. Oversees sale and pricing of personal and real estate properties. Coordinates activities with Collections personnel, legal counsel and Servicing Company as necessary. Ensures that actions are properly documented and records and files appropriately maintained. Assists in 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 as necessary.

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