

Bankruptcy Coordinator/Collector

SUMMARY:

Coordinates all activities associated with Chapter 13 and Chapter 7 Bankruptcy proceedings and employs all bankruptcy recovery strategies to minimize losses to the credit union.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Is fully conversant with the Bankruptcy Code and compliance requirements and employs strategies, tactics and recovery processes to reduce loan losses due to bankruptcy incidents and legal proceedings.
- Understands how to legally and correctly process reaffirmation agreements (Section 524 of Code) to ensure the maximum amount of recovery allowed by law or the circumstances of the bankrupt member. Ensures reaffirmation forms are up to date and complies in all respects with the requirements of the Code.
- Maintains the charge-off files and attorney account files and periodically follows up to ensure repayments are being received as scheduled or to review recovery potential.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)