

Financial Counseling Service Representative I – Job Description Summary

Primary responsibilities are to assist the Financial Counseling Department in obtaining departmental and organization goals by performing the following duties and responsibilities within established policies, procedures and guidelines. Maintain strong knowledge of all products, services and overall operations through self-study of on-line literature, brochures, and manuals.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment