

Risk Management Specialist – Job Description Summary

Responsible for assisting Management with fraud participating in investigations on a variety of violations and for the collection and recovery of negative accounts.

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, thru 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
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment