



**OPEN POSITION**

Title:	Legal Collector
Job ID:	COL-3
Department:	Retail & Commercial Collections Department
Immediate Supervisor:	Collections Manager – Team Leader B
Status (exempt/non-exempt):	Non-Exempt; Full-Time
Days / Hours of Work:	Monday – Friday; 40 hours weekly (OT available with approval)
Position Grade:	Experienced
Starting Pay:	\$14.00 / hour (based on prior experience)
<b>JOB SUMMARY</b>	
<p>Under the direction of the Collections Managing Attorney and Team Leader, this position involves conducting and managing all aspects of pre- and post-judgment collection efforts for debtor accounts assigned to the firm. Responsibilities of this role include, but are not limited to, telephone calling of debtor accounts, making payment and settlement arrangements, confirming location information, confirming and locating place of employment, locating assets of debtor accounts, executing wage garnishments and property garnishments, and confirming the viability of an account for suit.</p>	
<b>ESSENTIAL JOB FUNCTIONS</b>	
<ul style="list-style-type: none"> <li>• Collecting debt and associated tasks on account in assigned work queue</li> <li>• Consistently make the assigned number of daily client calls. (minimum of 75 calls per day)</li> <li>• Request, read and interpret consumer credit reports</li> <li>• Research debtor(s) personal information through Skip Trace</li> <li>• Search for debtor’s place(s) of employment in order to enforce judgment via Income Execution</li> <li>• Other duties as assigned by management</li> </ul>	
<b>MINIMUM JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Attention to detail a must</li> <li>• FDCPA familiarity helpful</li> <li>• PC competency is required, Microsoft Word and Excel a plus</li> <li>• Strong, accurate data entry skills</li> <li>• Works well in a team environment</li> <li>• Must be a self-starter</li> <li>• Ability to be discrete and maintain confidentiality</li> <li>• Excellent phone etiquette and a clear speaking voice</li> <li>• Ability to perform research tasks</li> </ul>	
<b>KNOWLEDGE/SKILLS/EXPERIENCE AND ABILITIES REQUIRED</b>	
<p>High School Diploma or equivalent required. Associate's degree (A. A) or equivalent from two-year college or technical school desired. One or more years related experience or equivalent combination of education and experience helpful.</p>	
<b>SUPERVISION OF OTHERS</b>	
<p>Does not supervise others.</p>	

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 30 pounds.

**This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.**

Deily & Glatetter, LLP is an equal opportunity employer. We offer a competitive compensation (based on prior experience) and benefits portfolio, an exceptional family-friendly working environment with off-street parking in our centrally located office.

## **APPLY TODAY**

Submit your resume and cover letter to Human Resources:

[hr@deilylawfirm.com](mailto:hr@deilylawfirm.com)

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