

Job Announcement

POSITION TITLE: Collections Clerk

LOCATION: Cleveland County

STATUS: Full-Time, Immediate Opening

CLOSING: May 15th, 2024

SALARY: \$30,000 to \$32,000

BENEFITS: Full State of Oklahoma benefits, including generous monthly allowance for health coverage, paid sick and vacation leave earned monthly. Paid holidays. (if applicable)

JOB RESPONSIBILITIES:

- ❖ Collection calls and/or correspondence in a goal-oriented collections department.
- ❖ Answer telephones.
- ❖ Provide Customer Service regarding collection issues.
- ❖ Receiving and processing payments.
- ❖ Screen and prepare files for approval to file and/or decline charges by Assistant District Attorney.
- ❖ Maintain customer files.
- ❖ Negotiate payment schedules.
- ❖ Prepare Restitution Agreements.
- ❖ Communicate and follow up effectively.
- ❖ Perform other assigned tasks and duties as necessary.
- ❖ Light mail duties.

REQUIRED SKILLS:

- ❖ Self-Motivated.
- ❖ Strong attention to detail.
- ❖ Knowledge of collection procedures.
- ❖ Strong written and communication skills.
- ❖ Ability to prioritize and manage multiple responsibilities.
- ❖ Dependable and reliable.
- ❖ Knowledge of current office technologies including but not limited to Teams, Microsoft Word, Outlook, and Excel.
- ❖ Experience preferred but not necessary.

EDUCATION:

- High school graduate or greater.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is typically performed in an office setting with climate-controlled settings and exposure to noise levels determined by the office environment. While performing the duties of the job, the employee is required to talk, stand, bend, walk, and reach with hands and arms requiring periods of sitting or standing and daily use of computer and phone. It also requires the occasional use of the office machinery in accordance with safety and security protocols.

TO APPLY:

Applicants should submit a resume and references.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

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