



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: LOAN RECOVERY COLLECTOR

Salary: \$15,080.00-\$29,000.00

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Assists collection services for all Collection's Loan Recovery Active Mortgage loans and Active Commercial loans.
2. Coordinates collection work in the Collection's Loan Recovery Division in accordance with policies and procedures.
3. Performs collection services to charge off accounts and provide an updated report for years of delinquency and statute of limitations and research files if needed for charge off accounts.
4. Assist Collection Loan Recovery Officer in filing and completing other legal division files, answer inquiries and maintain the record of payments daily through teller work, payroll deductions, and direct deposits.
5. Handles all customers' inquiries concerning charge-off accounts. Ensures all loan files are in order and maintained, logging exchanges between collection and legal divisions.
6. Responsible for ensuring that documents are filed and placed accordingly for easy access by the department for preparation of reports and court updates. Files court claims and appear in court when necessary for all small claims.
7. Performs posting of foreclosure signs at physical locations of foreclosed properties and take photos of abandoned charge-off homes.
8. Site visits to pick up payments from charge off accounts.
9. Performs any other duties as assigned by the Collections Manager or President.

QUALIFICATIONS

EDUCATION/EXPERIENCE: High school diploma with relevant experience as a Collector.

SKILLS/ABILITIES:

Excellent interviewing, communication, and public relations skills.

Sound analytical and negotiations skills.

Ability to operate computer applications and other business equipment including calculator, typewrite, printer, and telephone.

Must be fluent in English and Samoan with the ability to effectively communicate information.

Thorough knowledge of collection procedures, related laws and regulations. Ability to manage projects and work under stressful conditions. Professional appearance and attitude; great interpersonal skills. Must have a current driver's license (not provisional).

*Applications are available online at www.dbas.as or at DBAS Main Office in Pago Pago. Submit completed signed application with a current resume and valid photo identification. **Deadline to apply: Open until filled.** Please contact our office at 633-4031 for more information.