



## Skip Tracer

Department:	Skip Trace	Reports To:	Skip Trace Manager
FLSA Status:	Non-Exempt	Last Modified:	8/1/17

**AscensionPoint Recovery Services, LLC** (“APRS”) is a Minnesota based nationally licensed collection agency specializing in probate receivable management services. APRS’ core competency is managing debt recovery for credit grantors, service providers and healthcare companies. APRS prides itself on its unwavering commitment to provide the best possible debt solutions to its clients making APRS a leader within the collection industry.

### **Position summary**

A Skip Tracer will be responsible for research activities such as locating correct phone numbers, addresses and related information for account holders (including family members, attorneys, and additional connections) by utilizing third party databases and internet tools.

### **Essential Duties and Responsibilities**

- Follow established policies, procedures, and training guidelines.
- Preserve confidentiality and security of sensitive information.
- Meet goals and productivity standards.
- Skip trace accounts according to established company practices.
- Serve as an active member of the team contributing to a positive work environment.
- Assist in special projects as requested.

### **Competencies**

- Excellent written and verbal communication skills
- Results-oriented while being able to problem solve and multi-task
- Genuine desire to learn
- Computer proficiency in using Microsoft products and the internet
- Detail oriented with time management skills

### **Education and Experience**

- Two years experience in credit, collection, or customer service work preferred
  - Experience utilizing internet search engines and Accurint a plus
  - Prior experience or knowledge of Artiva a plus
  - Working knowledge of the Fair Debt Collection Act and state and federal laws concerning collection activities
  - High school diploma or equivalent required
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