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# Example of Foreclosure Specialist Job Description

Our growing company is looking to fill the role of foreclosure specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for foreclosure specialist

* Conducts research of tax data
* Process tax payments
* Performs clerical duties, such as maintaining simple to complex files, searching and investigating information contained in files, processing departmental documents requiring knowledge of functional operations and entering report results into tracking system
* May read and follow instructions on difficult metes and bounds legal descriptions
* Calculating the First Legal Deadline (FLD) and ensuring it’s entered into the Foreclosure (FCL) workstation and reviewing loans for extensions
* Providing foreclosure timeline delay chronologies
* Calculating the FLD which is used by FCL firms to effectively manage the Foreclosure action & complete the 1st legal milestone event within the allowable time frame
* Working with other LOBs, liaisons & FCL counsel to ensure the FLD is met
* Reviews loans approaching day 210 of delinquency to determine if an extension should be requested
* Validating foreclosure timelines when private investors or Mortgage Insurance (MI) companies demand re-purchase, make whole or curtailments

## Qualifications for foreclosure specialist

* Ability to work on computers and phone systems
* One year of experience with mortgage loan documents
* At least 1 year of experience with Microsoft Office, including Word and Excel
* At least 1 year of experience within Mortgage Servicing or Default
* Having an advanced knowledge of default and foreclosure
* Notifying management of any change requirements needed on procedures and focuses on loans varying in complexity