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# Example of Foreclosure Specialist Job Description

Our company is growing rapidly and is hiring for a 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

* Review legal documents prepared by the attorney for accuracy, while calculating and drafting information for the Certification of Amount Due, Short Sale proposals, Deed-In-Lieu proposals
* Discuss accounts with distressed borrowers while providing them with loss mitigation options and educational assistance as it related to their mortgage loans and the foreclosure and loss mitigation process
* Provide training to co-workers, collectors and the support staff on all aspects of the foreclosure process
* Recommend and implement new policies/changes to executive management as needed and procedural changes as required due to ever changing environment
* Gather all documentation for foreclosure and assemble foreclosure referral packets
* Act as a Subject Matter Expert on mortgage documentation and imaging locations
* Maintain a working knowledge of default servicing processes and foreclosure referral timelines
* Review loan file documentation and engage legal counsel as appropriate
* Determine appropriate and least costly collection strategy and course of action for assets that are currently in foreclosure and advance stages of default and delinquency
* Develop strong working relationships with 3rd party attorneys to assure proper processes and procedures are followed to complete all aspects of litigation in a correct and well documented manner

## Qualifications for foreclosure specialist

* Previous Default servicing experience \* 1-3 years foreclosure or mortgage default related experience (Foreclosure preferred)
* Skill in working at a fast-paced with a deadline oriented manager
* Minimum two years Mortgage Default and/or foreclosure experience
* Typing skills with minimum 45 wpm with 95% accuracy
* Manage communication with the foreclosure firm for new sale information sales results
* Proficient in both MS word and Excel