



# Example of Foreclosure Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of foreclosure specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for foreclosure specialist

- Maintain and update various databases and spreadsheets which provide periodic management and investor reports relating to foreclosure management and attorney oversight
- Review loans to ensure all federal and state laws and regulations have been met and all investor requirements have been completed in order to refer the loans to foreclosure in a timely manner
- Knowledge of senior lien monitoring, redemption periods / shortening of redemption, lien placement
- Secure appraisals and payoff information
- Conduct complete review of litigated and contested matters to ensure all default and/or court timeframes are met
- Prepare various forms for the accounting and special situations dept, ie
- Review, prioritize, and provide timely and accurate response to tasks, email
- All areas of responsibility listed below are essential to the satisfactory performance of this position by any/all incumbents, with reasonable accommodation, if necessary
- Maintain database and alternate tracking systems to manage flow of accounts through the legal process
- Attend meetings and report statuses of projects in summary and / or detail as required by management

## Qualifications for foreclosure specialist

- Knowledge of financial and credit analysis techniques, , applicable regulator guidelines
- Bachelor's or Associate degree in business or related field preferred (a combination of education and foreclosure experience may be substituted at management's discretion)
- Associate's degree or work experience equivalent to associate's degree required
- Proven knowledge and experience in effective collection regulations, techniques and practices
- Detailed knowledge of loan agreements and security agreements
- Ability to apply understanding of bankruptcy law, principles and practices related to real estate transactions to accounts managed