

## **Collector—Freddie Mac Specialist**

Reports To: Senior Collector

Principal Responsibilities and Duties, but not limited to:

- Contacts Freddie Mac mortgage customers and discusses the circumstances causing the delinquent status of their accounts.
- Works with Freddie Mac customers to resolve the delinquent status accounts, including work out agreements in compliance with Freddie Mac rules.
- Monitors all Freddie Mac workout arrangements.
- Timely files required Freddie Mac reports.
- Performs Freddie Mac property inspections when required.
- Arranges for foreclosure of delinquent Freddie Mac mortgages when required.
- Monitors all Freddie Mac foreclosures, REJ and REO properties as required under Freddie Mac rules.
- Reports as necessary, and complies with all regulations.
- Documents all collection actions taken.
- Repossess collateral on secured items in conjunction with REO manager.
- Uses Attorneys to assist in collections as necessary.
- Responsible for learning and maintaining competency levels with all required law and regulations, including internal policies and procedures.
- Responsible for managerial and month end reports