



**THE OKLAHOMA STATE REGENTS FOR
HIGHER EDUCATION**
Oklahoma Guaranteed Student Loan Program
JOB DESCRIPTION
Recoveries Clerk II

**Non-Exempt
Position #100272**

ESSENTIAL FUNCTION

Provide clerical and administrative support to the Recoveries Division in the administration of its Administrative Wage Garnishment functions.

RESPONSIBILITIES AND DUTIES

- Process and or distribute departmental incoming and outgoing mail
- Direct calls from borrowers and employers to appropriate staff
- Assist with departmental AWG mail outs and update databases accordingly
- Prepare AWG hearing files and wage withholding reduction requests
- Process garnishment status updates to employers
- Maintain the AWG return mail process
- Perform data entry
- Maintain department spreadsheets
- Other similar duties as assigned

POSITION QUALIFICATIONS

High school diploma or GED and two (2) years post-secondary education or equivalent combination of post-secondary education and job-related experience required. Good data entry skills and ten-key by touch preferred. Computer experience using word processing and spreadsheets is highly desirable (MS Word, Excel). Applicant must have attention to detail with good organizational skills with the ability to prioritize, ability to complete work with very little supervision in a high production atmosphere and work effectively with all levels of personnel.

SUPERVISION

This position performs work under the supervision of the OGSLP Recoveries Manager.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu