

OHIO CLASSIFICATION SPECIFICATION <i>Developed for Equal Opportunity</i>	CLASS TITLE: Student Loan Specialist 2	CODE: 66562C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	23-29	collection procedures (e.g., credit reports, student loan files, relatives), performs on-going evaluation of accounts in portfolio & uncollectible accounts & recommends action to supervisor, forwards skips to Skip Trace Section & periodically reviews with commission director details of accounts recommended for purchase under state guarantee.	Knowledge of 5*; skill in 8*; ability to 9, 10, 11, 12, (14) calculate fractions, decimals & percentages, (15) prepare meaningful, concise & accurate reports.
3	8-14 (956)	Utilizes data terminals & manuals processes & procedures to provide status of cases, timely follow-up & record of productivity, per required standard of production output & documents on pursuit file all information affecting debtors' accounts (e.g., telephone conversations, letters, skip trace process) & provides established & special reports to supervisor per specified schedule, maintains daily production logs, computes past due balances as necessary.	Knowledge of 3, 4, 5*, 6, 7; skill in 8*; ability to 9, 10, 11, 12, 13, 14, (16) write routine business letters, reflecting standard practices.
	123:1-7-17		

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: (including license, if any.)

relations (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT: