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Job: Default Processor 3

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Posted: 08/16/2011

Job Type: Administrative/Clerical

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Jobbing Description

Description:
 - Default Processor 3 (11034184)

Job Description

Brief Description of the Organization
 Citigroup's Global Consumer Group serves consumers through retail banking, cards, and consumer finance, providing a full range of innovative and comprehensive products and services. Our businesses also offer industry leading advanced technology, a strong worldwide presence and a powerful global franchise.

Default Processor 3-11034184

Description

Verification of judgment and payoff figures on behalf of our attorneys.
 Verification of all information from legal documents are correct.
 Sign legal affidavits for purpose of foreclosure hearings.

Ensuring signed legal documents are notarized.

Whoever holds this position must also be willing to attest to the accuracy of the aforementioned legal documents in a court of law should they be called to testify.

**** Note****The information within this description is intended to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive account of all the responsibilities, and/or qualifications required of an employee assigned to this position.

No relocation assistance is available.

All new hires are subject to work eligibility verification via the DHS E-Verification system.

Qualifications

Qualified candidates will have the ability to navigate through various systems including, Citilink, SAR, DRI, and Microsoft Office applications. Candidates need to possess strong communication, organization, and analytical skills and be able to work under pressure, with the ability to learn and retain policies and procedures. In addition candidates need to be able to identify mortgage documents including but not limited to (Mortgage, Note, Deed of Trust, HUD I, MIC's, etc.), and have familiarity with system codes and their meaning. Strong typing and general office skills required.

High School diploma or GED required.

No relocation assistance available.

Primary Location

· NAM-I ISA-MO-O'Fallon

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Locations



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 Exact address not specified - showing center of zip.

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Education Level

: High School Diploma/GED

Shift

: Day Job

Employee Status

: Regular

Travel

: No

Office Location / Address

: 1000 Technology Drive, O'Fallon, MO 63368

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