

Credit Repair Specialist Job Description

- Ensuring that the information and privacy of clients are well secured
- Providing and recommending various options on how clients or consumers' credit report can be handled or fixed
- Assisting in the preparation of the appropriate letters to the credit bureaus
- Reviewing full credit reports from all the three major credit bureaus mentioned earlier
- Making sure that clients or consumers are aware of their rights to dispute information on their own for free
- Avoid guaranteeing or assuring clients or consumers a specific result, or promising that information will be removed from their credit report
- Providing clients or consumers with a written contract before performing any service on their behalf as required by law
- Understanding government agencies involved in consumer rights
- Staying aware of the State's credit repair laws and bond requirements for credit repair organizations and debt collectors.