

**G4A - COLLECTIONS REPRESENTATIVE
FEBRUARY 7, 2002**

| Title/Class Code | Education/Experience/Licensure/Certification | Substitutions |
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| COLLECTIONS REPRESENTATIVE I G4A1TX | Two years of general office clerical OR collections experience. | College, university or non-correspondence business school course work may substitute for two years of experience. At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience. |
| COLLECTIONS REPRESENTATIVE II G4A2XX | Three years of general clerical office experience. One of the three years must include experience in collections. | College, university or non-correspondence business school course work may substitute for two years of general experience. At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience. |
| COLLECTIONS REPRESENTATIVE III G4A3XX | Four years of general clerical office experience. One of the four years must include lead work in collections. | At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience. |