

**Position:** Inside Corporate Investigator

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**Education** Bachelor' Degree from an accredited University preferred  
**Location** Clinton Township, MI 48038  
**Career Level** Entry to Mid, Non-Management Level  
**Job Type** Full Time  
**Pay Range** \$14 ~ \$ 16 per hour  
**Travel** Minimal  
**Posting Date** 4/25/13

### Objective

Conduct open and closed source data gathering to obtain pertinent information to match client's needs as well as conduct telephone interviews of individuals to gather human intelligence.

### Job Responsibilities

- Develop an understanding of Sherlock Investigation's organizational goals to consistently meet client expectations
- Learn and execute our proprietary investigative methods and techniques
- Use inductive and deductive reasoning to develop investigative case theories, sources of information and evidence
- Utilize database sources and public records to procure information
- Draft Freedom of Information Act Requests to government entities
- Identify client's unique goals and utilize learned methods to reach these goals
- Draft detailed and supported investigative reports that will clearly explain the work that was conducted
- Participate in team meetings to better the work product and client satisfaction
- Conduct in-person and telephone interviews to gather human intelligence

### Job Requirements

- Exceptional Writing Skills
- Strong Interpersonal Skills
- Strong Computer Skills
- Strong Time-Management Skills
- Exceptional Critical Thinking Skills
- Strong Communication Skills
- Ability to Multi-Task
- Understanding of Budgetary Issues
- Understanding of Deadlines and Client Expectations
- Ability to Self-Manage and Self-Start

This job description is not intended to be all-inclusive, and employee will perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

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