

Position: Insurance Claims Surveillance Investigator

Experience Prior Surveillance Experience and/or Educational Background in Related Field
Location Southeastern Michigan
Career Level Entry to Mid, Non-Management Level
Job Type Full Time
Travel From home to various job locations 95% of the time, no commute to Clinton Twp.
Starting Pay \$12 ~ \$15 per hour
Posting Date 9/19/13

Objective

Conduct surveillance operations to obtain pertinent video documentation as well as executing written documentation to substantiate visual findings based on the needs of the client.

Job Responsibilities

- Perform on site covert surveillance, mobile surveillance, pedestrian surveillance and undercover surveillance operations as warranted by the case requirements.
- Write detailed narrative reports each day after the surveillance is completed adhering to a specific format in which grammar, punctuation and clarity of content are critical.
- Execute digital video transfers.
- Provide court testimony as required.

Job Requirements

- Must demonstrate ability to write professionally and quickly without exception
- Strong knowledge of Microsoft Word
- Basic knowledge of digital video cameras and related software
- Exceptional critical thinking skills
- Able to take direction from supervisors as well as work alone or in groups
- Must be able to spend a great deal of time in their vehicle and drive up to several hundred miles a week
- Days and hours will vary weekly, must be flexible to work irregular hour that can vary from 50 to 32 hours a week depending on the case load
- Have a reliable, insured vehicle, suitable for conducting surveillance
- Ability to Self-Manage and Self-Start

You do NOT need to be a licensed Professional Investigator for this position

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.