



Position: Investigative Assistant / Investigative Intern

Education Some College Experience Preferred
Location Clinton Township, MI 48038
Career Level Entry Level
Job Type Paid - Part-Time
Posting Date 05/06/2019

Objective

To assist lead investigators with various investigative and information gathering tasks. Applicants will be expected to report to several investigators and manage a variety of time sensitive responsibilities at one time. This position is fast paced and requires a high level of organization.

Job Responsibilities

- Assist the lead investigators in obtaining public record information
- Enter and track large quantities of data
- **Review and create report entries based on surveillance videos**
- **Create movies using Windows based movie creation software**
- **50% of this job will be spent compiling and summarizing reports**

Job Requirements

- Strong Interpersonal Skills
- Strong Computer Skills
- Ability to Multi-Task
- Ability to report to several people at any given time
- Ability to function in a fast-paced environment

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.

Email Resumes to: info@claimspi.com

Subject Line Reference: Investigative Assistant