



Position: Background Investigator / Analyst

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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 Position with flexible hours after completion of training  
**Benefits** 401(k) with match, paid time off, ST/LT Disability  
**Posting Date** 05/14/2019

### Objective

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

### Job Responsibilities

- Develop an understanding of our organizational goals to consistently meet client expectations
- Learn and execute our proprietary investigative methods and techniques
- Identify client's unique goals and utilize methods to reach these goals
- Draft detailed and supported investigative reports that will clearly explain the work that was conducted
- **Conduct in-person and telephone interviews utilizing elicitation techniques to gather human intelligence (HUMINT)**
- Data mining from proprietary and open source channels
- Application of inductive and deductive reasoning based upon developed fact sets
- Fraud Investigations
- Public Records Searches / Draft Freedom of Information Act Requests to government entities
- Criminal and Civil Court Record Searches
- Use inductive and deductive reasoning to develop investigative case theories, sources of information and evidence
- Efficient maneuvering and collection of Open Source Data
- Frequent use of ArcGIS based tools
- Self-management of a weekly case load and meeting deadlines
- Autonomous workflow, as well as, working in a team atmosphere
- Linkage Analysis
- Experience with local, national and international investigations of diverse populations
- Social media profiling and technique development



## Job Requirements

- Exceptional Writing Skills
- Strong Interpersonal Skills
- Must be comfortable conducting numerous discrete, investigative interviews during phone conversations with individuals from diverse backgrounds
- Experience in the Private Sector of the Intelligence Community or Related Accredited Education
- 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

**Email Resumes to Adam Groth, department manager  
at [Agroth@claimspi.com](mailto:Agroth@claimspi.com)**

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.