



Position: Investigator

Education	Two years of college courses or bachelor's degree from an accredited University
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) match, paid time off, SL/LT Disability
Posting Date	February 12, 2020

Objective Conduct open and closed source data gathering to obtain permanent information to match clients needs. This will include conducting background record searches, database searches and other forms of open source intelligence.

Job Responsibilities

- Develop and 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
- Data mining from proprietary and open source channels
- Application of Inductive and deductive reasoning based upon developed fact sets
- Public Records Searches/Draft Freedom of Information Act Requests to government entities
- Criminal and Civil Court Record Searches
- Efficient maneuvering and collection of Open Source Data
- Familiarity w/GIS Based Mapping Systems
- Self-management of a weekly case load and meeting deadlines
- Autonomous workflow, as well as, working in a team atmosphere
- Social media profiling and technique development

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

Interested applicants are requested to email a copy of their resume to Mike at mschesnuk@claimspi.com and reference the Inside Research Investigator opportunity