

**Position:** Investigative Assistant / Investigative Intern

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**Education** Some College Experience Preferred  
**Location** Clinton Township, MI 48038  
**Career Level** Entry Level  
**Job Type** Part-Time/Full Time  
**Posting Date** 02/22/2017

### 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
- Gather information from various municipalities over the phone
- Enter and track large quantities of data
- Draft and mail correspondence with courts and police departments
- 50% of this job will be spent on the telephone

### Job Requirements

- Strong Interpersonal Skills
- Strong Computer Skills
- Strong Time-Management Skills
- Strong Communication Skills/Telephone 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](mailto:info@claimspi.com)

**Subject Line Reference:** Investigative Assistant