

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 \$13 ~ \$16 per hour, 401k with aggressive match, PTO
Posting Date 10/27/2014

Objective

Conduct surveillance operations within southeastern Michigan region to obtain pertinent video documentation as well as executing written documentation to substantiate visual findings. Investigators travel from home directly to surveillance locations.

Job Responsibilities

- Successfully complete training, learn how to work within our team and how to become a field surveillance expert.
- 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.
- 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.