

Background Investigator

Education – Two years of college courses or a bachelor’s degree from an accredited University

Location - Must be able to commute to Clinton Township MI, 48038

Career Level - Entry, Mid, Non-Management Level

Job Type - Full Time Positions with Flexible Hours we provide all training and upskilling to begin a new career in professional investigations.

Benefits - 401(k) match, paid time off, SL/LT Disability, New Hire Bonus

Objective

Conduct open and closed source data gathering to obtain pertinent information to match client’s needs or project goals. This will include conducting public record searches along with commercial database research and accurate reporting of information. Your success in this position will depend highly on your ability to conduct independent open-source research and your familiarity with and ability to navigate different public record software platforms efficiently.

Company Information

- Sherlock Investigations is fortunate to have attracted the finest Michigan private detectives, surveillance operatives and field investigators available in the industry. We have built a reputation as the premier provider of successful investigations.
- Our commitment to excellence has earned us a reputation for professionalism, integrity, discretion, and innovation. Sherlock is dedicated to setting the standard of excellence in the private investigation industry in Michigan.
- Here at Sherlock, you will not be working on your own in the field. You will have a large team of trained investigators working in the office who will be able to support you in the field should changes need to be made on the fly. If you have grown accustomed to getting great footage for the client, we will put you in the right place at the right time to make you shine.
- We know you are going to do some digging, it is in your blood, so here is our website to save you a step – www.claimspi.com

For More Information:

⇒ (888) 989-2800

⇒ www.claimspi.com

⇒ 42815 Garfield Road, Suite 208
Clinton Township, MI 48038

What You'll Be Able To Do

- Learn and execute our proprietary investigative methods and techniques
- Identify client's unique goals and utilize methods to reach these goals
- Communicate with clients, provide the highest level of customer service
- Draft detailed and supported investigative reports
- Data mining from commercial data and open-source channels
- Application of Inductive and deductive reasoning based upon developed fact sets
- Public records searches
- Criminal and civil court record searches
- Document and report assets and liabilities
- Draft and send Freedom of Information requests and responses
- GIS based mapping systems & property record searches
- Self-management of a weekly case load and meeting deadlines
- Phone canvassing for insurance and/or medical records as needed
- Autonomous workflow, as well as, working in a team atmosphere
- Other administrative functions as designated by management
- Availability for Overtime depending on workflow

Our Requirements

- Strong writing skills
- Strong computer skills
- Strong time management skills
- Critical thinking skills
- Professional communication skills
- Ability and willingness to use the phone as an investigative tool
- Ability to multi-task
- Understanding of budgetary issues
- Knowledge of court systems, levels, records, and reporting
- Familiarity with property records (deeds, assessment records)
- Familiarity with automobile insurance and automotive/transportation liability claims
- Understanding of deadlines and client expectations
- Ability to self-manage and self-start