

JOB OPENING

Job posting #14-05- The [Oklahoma Insurance Department](#) has an opening in the Anti-Fraud division for an Investigator III. Salary: \$55,000 to \$60,000. **Submit resumes by 5:00 pm, Thursday, March 20, 2014** to:

Oklahoma Insurance Department
by e-mail to: humanresources@oid.ok.gov

DEFINITION

The Investigator III works independently to fully complete white-collar criminal investigations that lead to the successful prosecution of insurance fraud and related crimes; administrative investigations of regulatory violations pertaining to the insurance industry for the enforcement of appropriate civil actions/penalties; and occasionally, department investigations for background and internal purposes.

DUTIES AND RESPONSIBILITIES

- Perform a wide range of investigative duties and other duties as assigned
- Maintain necessary confidentiality and establish/strengthen working relationships
- Investigate pertinent criminal and/or regulatory violations by, but not necessarily limited to,
 - Gathering necessary information and evidence
 - Analyzing all data and material obtained
 - Conducting interviews and interrogations
 - Drafting legal documents, such as grand jury subpoenas and search warrants
 - Preparing reports and exhibits for criminal prosecution and/or regulatory enforcement
 - Providing courtroom testimony in criminal and/or administrative proceedings
 - Maintaining documentary case records, evidence files, and chain of custody

KNOWLEDGE, SKILLS, AND ABILITIES

- Honorable, ethical, and trustworthy character; self-sufficient in the exercise of sound, independent judgment, free of moral turpitude and/or compromised integrity
- Strong reading comprehension skills and the ability to extract pertinent information from complex insurance and financial records, as well as related documents
- Excellent report writing skills, specifically accomplished in the drafting of prosecutorial documentation with precise grammar, spelling, and sentence structure for clarity of expression
- Effective articulation and oral presentation skills, particularly when communicating technical information to internal and external stakeholders, partners, prosecutors, juries, and lay audiences
- Strong working knowledge of Microsoft Office and related software programs, particularly Word, Excel, Power Point, and Outlook; creative skill in Microsoft Access a strong plus.
- Familiarity with current technologies, communication devices and systems, record management systems, relational databases, and statistical tracking systems

- Ability to research and understand Oklahoma State Statutes as well as administrative rules and regulations of the Oklahoma Insurance Code pertaining to insurance fraud, related crimes, and insurance industry regulation

EDUCATION AND EXPERIENCE

Bachelor's degree or above in criminal justice, business, accounting, computer or related fields and substantial full-time criminal investigative experience is required. Extensive experience and certain professional certifications relevant to position requirements *may* be substituted for some education. This is a demanding position suitable only for CLEET certified peace officers with extensive full-time experience in criminal investigations.

ADDITIONAL REQUIREMENTS

This is a commissioned peace officer position. The successful candidate MUST:

- Possess and maintain valid CLEET Basic Peace Officer certification or above.
- Possess and maintain a valid Oklahoma driver's license with a good driving record.
- Have no felony convictions, record of domestic violence or moral turpitude.
- Pass all interview requirements and an extensive personal background investigation.
- Meet all CLEET continuing education and OID agency personnel requirements.
- Be proficient in "use of force" knowledge, the carry of firearms, and annual qualifications.
- Be available for call-out and extended response in emergency situations
- Be willing to occasionally travel as needed, both within and out-of-state
- Be flexible with working hours and other demands of the position

NOTE: Employees of the Oklahoma Insurance Department may not have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant).

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Oklahoma Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html. EEO/AA