

INSURANCE INVESTIGATION ASSISTANT SUPERVISOR

DESCRIPTION OF WORK

This is supervisory law enforcement work in the investigation of cases involving fraud, forgery, and embezzlement under the North Carolina criminal and insurance laws.

Employee reviews cases of investigators for completeness of investigation methods and practices followed and presentation of evidence in court. Duties also involve participation in complicated investigations where field investigators need assistance. Work is reviewed through conferences with the Insurance Investigation Supervisor regarding accomplishments of investigations conducted.

EXAMPLES OF DUTIES PERFORMED

Discusses with field investigator cases which are pending; gives advice and instructions on procedures and methods to follow.

Participates in cases when investigators have extremely heavy workloads.

Reviews, studies, and supervises cases to ensure that the latest investigative methods and techniques have been followed.

Maintains records on activities of all field personnel under his supervision and makes periodic reports to Chief Investigator on accomplishments and status of all investigations.

Instructs and trains investigators in the latest investigative techniques.

Plans and participates in training programs for insurance agents and adjusters.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of laws pertaining to insurance fraud, embezzlement, and the laws of admissible evidence that relate to courtroom procedures.

Considerable knowledge of the latest methods, procedures, and practices employed in the investigation of criminal violators.

Considerable knowledge of the principles of supervision.

Ability to supervise and review the work of field investigators.

Ability to establish and maintain favorable working relationships with law enforcement officials, court officials, and officials of the insurance industry.

Proficiency in the use of firearms and other equipment used in the collection and preservation of evidence.

Minimum Education and Experience

Graduation from a four-year college or university with a degree in Police Science or related field and three years of experience in law enforcement or investigative work; or graduation from high school and five years of law enforcement or investigative work, law enforcement experience will include two years in insurance investigative work; or an equivalent combination of education and experience. Compliance with other applicable North Carolina statutes and regulations for law enforcement officers.