

# 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

- ASG is a full-service professional investigative agency offering an unmatched depth of integrated resources, talented investigators and the experience to anticipate and respond to the ever-changing needs and risks that our clients face today.
- We have a deep understanding of risk mitigation and management, corporate investigations and litigation. As all of these areas have undergone significant changes in the past decade, our team has evolved and created industry best practices in the investigative realm to provide customized, cost effective solutions, which add real value to our clients.
- Since 1999, we have represented a diverse range of clients ranging from individuals and new entities to Fortune 500 corporations providing corporate investigations and risk management services. Whatever the size or the complexity of the issue at hand, our clients know they can count on more from ASG Investigations.

### For More Information:

⇒ (855) 751-2700

⇒ [www.asginvestigations.com](http://www.asginvestigations.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

## 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