

INSURANCE FRAUD INVESTIGATOR**Nature of Work**

Under general supervision of the Fraud Unit Director for the Insurance Commission, performs full-performance level work in conducting criminal investigations and other related activities for the purpose of determining whether violations of West Virginia laws relating to insurance fraud have occurred. Investigators are required to carry firearms. The nature of the work requires judgement to deal with situations that are potentially dangerous which may cause physical harm. Employee is subject to on-call status during non-business hours. Overnight statewide and out of state travel is required. Performs other duties as required.

Examples of Work

Conducts, and coordinates criminal investigations and other activity involving all types of alleged illegal activity including, but not limited to illegal activity of consumers, insurance providers, insurance agents and agencies and other licensees of persons who purport to be engaged in the business of insurance.

Testifies at administrative or court hearings; assists other law enforcement persons in executing search warrants and other legal documents or processes.

Assists in the development of policies and procedures governing activities in assigned division.

Consults with agency attorneys on case preparation and litigation.

Drafts, presents, and discusses with prosecuting attorney's, information relating to the investigations in preparation for prosecution.

Consults with agency staff on interpretation of court opinions and statutes, the application of rules and regulations, and related matters.

Knowledge, Skills and Abilities

Knowledge of the law of search and seizure.

Knowledge of criminal procedure rules.

Knowledge of rules of evidence.

Knowledge of insurance and West Virginia Insurance Laws.

INSURANCE FRAUD INVESTIGATOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Knowledge of criminal investigation procedures, including but not limited to surveillance, covert operations, and undercover operations.

Knowledge of West Virginia Criminal Laws.

Knowledge of judicial procedure, legislative procedure and bill preparation.

Knowledge of government operation.

Skill in written and oral communication and analytical skills.

Ability to analyze, appraise and organize facts, and present such materials in a clear and logical form for oral or written presentation.

Ability to work with and control informants and utilize sophisticated surveillance and electronic evidence-gathering equipment.

Ability to gather intelligence data.

Minimum Qualifications

Training: Graduation from the West Virginia State Police Academy basic police officer or cadet program or an approved equivalent law enforcement training program.

Experience: Five years of full-time or equivalent part-time paid employment in law enforcement, two years of which must have been investigative experience in criminal prosecution of fraud and white collar crime.

Established: 8/19/04

Effective: 9/1/04