

INSURANCE FRAUD INVESTIGATOR SUPERVISOR**Nature of Work**

Under limited supervision, performs advanced level fraud investigative work supervising other Insurance Commission investigators in conducting insurance fraud investigations. Assigns and coordinates investigations undertaken by the investigators under his/her supervision. Performs surveillance work. Involves direct public contact work with health care providers, vendors, insurance company representatives, claimants, employers, attorneys, and state and federal law enforcement, as well as other regulatory agency personnel. Employee is subject to on-call status during non business hours. May be required to deal with situations which are potentially dangerous. Considerable travel is required. May be required to carry a firearm. Performs related work as required.

Examples of Work

Supervises and leads the work of other employees; assigns and reviews work; provides direction and guidance to other employees; trains new employees; conducts evaluations of subordinates.

Keeps staff up to date on changes in procedures and policy by compiling and distributing information, policy statements, regulations, court decisions.

Ascertain compliance with department personnel policy concerning work day guidelines, expense accounts, time/leave records, by receiving and reviewing investigators activity reports and taking corrective action when necessary.

Conducts complex insurance fraud investigations, gathers evidence regarding alleged insurance fraud.

Ascertain facts and obtain evidence on reported violations; obtains statements concerning alleged violations.

Reviews, researches and responds to constituent mail, telephone inquiries and complaints; prepares requests and maintains files and records.

Explains the law or other Insurance Commission regulations to employer representatives, claimants, vendors, insurance company personnel and the party in violation to secure voluntary compliance.

Initiates prosecution of violators and testifies in court as an expert state witness.

Locates witnesses and obtains facts and evidence needed by attorneys in litigation.

Performs surveillance utilizing sophisticated and electronic evidence gathering equipment regarding specific fraud investigations.

INSURANCE FRAUD INVESTIGATOR SUPERVISOR - Cont'd.**Examples of Work - Cont'd.**

Prepares and serves subpoenas on behalf of the Insurance Commission related to specific insurance fraud investigations.

Interviews complainants and witnesses using prescribed procedures.

Analyzes and audits subpoenaed financial records, documents and records for evidence of violations.

May prepare reports and evidence for the Grand Jury.

Knowledge, Skills and Abilities

Extensive knowledge of state and federal laws and the rules, guidelines and regulations pertaining to fraud against the insurance industry.

Extensive knowledge of the criminal justice system, legal terminology, and the rules of evidence.

Extensive knowledge of record keeping practices.

Knowledge of the law of search and seizure.

Ability to effectively utilize a personal computer utilizing windows based software.

Ability to communicate effectively orally and in writing.

Ability to effectively ascertain facts through personal contact, observation and examination of records.

Ability to successfully qualify with and use firearms, if required.

Ability to effectively interview or interrogate those with pertinent information concerning investigations.

Ability to effectively explain and interpret pertinent provisions of laws and regulations.

Ability to write clear and concise reports.

Ability to establish and maintain effective working relationships with the public.

Ability to lead the work of other employees.

Ability to evaluate the performance of subordinates.

Ability to gather and utilize intelligence.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Experience as described below may be substituted for the required training on a year-to-year basis.

Experience: Five years of full-time or equivalent part-time paid experience in criminal investigative work involving preparing cases for criminal prosecution.

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INSURANCE FRAUD INVESTIGATOR SUPERVISOR - Cont'd.

Minimum Qualifications - Cont'd.

Special Requirements: Possession of valid West Virginia driver's license and the availability of an automobile may be required. Qualification to possess and use firearms may be required.

Note: Preference may be shown to applicants who have successfully completed the West Virginia State Police Academy Basic Officer or Cadet Program or an approved law enforcement or investigative program.

Established: 03/23/2006
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