

DATE: AUGUST 22, 2011
INS120010
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QUALITY CONTROL REVIEWER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FRAUD
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION WILL EVALUATE INFORMATION, SELECTS ESSENTIAL ELEMENTS, AND CORRELATES NEW INFORMATION WITH EXISTING INFORMATION. COMPILES INFORMATION, ANALYZES FINDINGS, MAKES INTERPRETATIONS AND WRITES COMPREHENSIVE REPORTS BASED ON THIS DATA. ORGANIZE AND PRESENT ACCURATE INFORMATION IN A LOGICAL SEQUENCE. DETERMINES CRIMINAL ASSOCIATIONS AND PATTERNS OF CRIMINAL ACTIVITY RELATING TO INSURANCE FRAUDULENT SCHEMES. PERFORMS TELEPHONE RECORD ANALYSIS. PREPARES GRAPHS, CHARTS (LINK ANALYSIS, EVENT FLOW ANALYSIS, ACTIVITY CHARTING), TABLES AND OTHER ILLUSTRATIVE DEVICES FOR VISUAL PRESENTATION OF DATA. CONDUCTS BACKGROUND RESEARCH ON CRIMINALS/SUSPECTED CRIMINALS UNDER INVESTIGATION. RESEARCH METHODS AND TECHNIQUES. CREATES INTELLIGENCE FILES, RETAINS, DISSEMINATES, AND PURGES. DEVELOPS AND MAINTAINS COMMUNICATION AND ACTS AS A LIAISON WITH THE INTELLIGENCE COMMUNITY (AT FEDERAL, STATE COUNTY, AND MUNICIPAL LEVELS), INSURANCE COMPANIES AND INVESTIGATORS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN RESPONSIBLE ELIGIBILITY OR INVESTIGATORY WORK INVOLVING CREDIT, INSURANCE, OR GOVERNMENT PROGRAMS.
SPECIAL REQUIREMENT: AVAILABILITY OF A CAR FOR CONTINUOUS USE MAY BE A REQUISITE OF EMPLOYMENT.

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SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: SEPTEMBER 02, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120010 ON APPLICATION