QUALITY CONTROL REVIEWER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF INSPECTOR GENERAL - IC
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: JOB DUTIES: EVALUATES 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 TELEPHNE RECORD ANALYSIS. PREPARES GRAPHS CHARTS (LINK ANALYSIS, EVENT FLOW ANALYSIS, ACTIVITY CHARTING), TABLES AND OTHER ILLISTRATIVE 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.

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

DEADLINE: MAY 19, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150044 ON APPLICATION