

DATE: SEPTEMBER 15, 2015  
INS160005  
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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: 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 ASSOCIATION 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.

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

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DEADLINE: SEPTEMBER 26, 2015

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

PLEASE INCLUDE POSTING NUMBER INS160005 ON APPLICATION