

State of Washington
Office of the Insurance Commissioner
invites applications for the position of:
Insurance Fraud Detective



SALARY: \$4,888.00 - \$6,416.00 Monthly

OPENING DATE: 06/03/14

CLOSING DATE: 06/18/14 04:59 PM

DESCRIPTION:
OIC Career Opportunity – AGO Senior Investigator

The OIC is recruiting to fill a Detective position in the Special Investigations Unit (SIU). This position is responsible for directing and conducting statewide investigations of major criminal insurance fraud. These investigations often involve multiple victims, multiple suspects, multiple criminal statutes (federal & state) and multiple jurisdictions. Its primary mission is to protect the public from economic loss and distress by actively investigating and arresting those who commit insurance fraud (RCW 48.30A.015).

This position is considered expert level and also coordinates special investigations, leads task forces, provides training and consultation. This detective must ultimately become proficient in matters involving insurance fraud, criminal conspiracies, corruption, money laundering and other white-collar crimes. This position meets the criteria as peace officer under RCW 10.93.020 and RCW 43.135.040.

This recruitment will be used to fill the current Insurance Fraud Detective, as well as building a register of qualified candidates that may be considered for future permanent Insurance Fraud Detective positions that occur within the next six-month period.

The Office of the Insurance Commissioner (OIC) operates under the direction of the state's Insurance Commissioner, a statewide elected official. The agency's mission is consumer protection and regulation of the state's insurance industry. With approximately 220 employees, we are one of the smaller state agencies in Washington State government yet with a very important mission. The OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business, and to meet and exceed the needs of our customers. To learn more about this agency, we invite you to visit our website at www.insurance.wa.gov.

DUTIES:**Conduct Complex Criminal Investigations**

- Read and comprehend large volumes of information;
- Organize substantial amounts of information, to include: reports, files, photos and evidence for prosecution;
- Develop informants and/or sources of information;
- Acquire open source information and records;
- Acquire insurance files, law enforcement documents and other records;
- Apply for and execute search warrants and inquiry judge subpoenas;
- Secure and analyze documentary and physical evidence;
- Interview victims, witnesses and suspects with Miranda rights provided as appropriate;
- Write extensive, detailed reports of investigation and supplemental reports;
- Conduct surveillance of individuals and /or businesses;
- Assist state and federal prosecutors with case briefings, filings, and follow-up;
- Assist with or make arrests;
- Testify in state and/or federal court at hearing(s) and trial(s) as an expert witness; and,
- Testify in administrative hearings and other judicial proceedings.

Case Review & Expert Consultation

- Evaluate referrals using all investigative processes and methods;
- Collaborate with unit criminal analysts and other staff;
- Consult with law enforcement, government agencies and insurance companies and their investigators;
- Recommend to managers, prosecutors and others a specific course of action and/or strategies; and,
- Provide expert opinion and advice as appropriate to a variety of stakeholders.

Task Force Participation

- Network with state, local and federal law enforcement and regulatory agencies;
- Participate on ad-hoc task forces (e.g., drug diversion, staged collision, criminal case specific); and,
- Participate with long running task forces and work groups (e.g., Puget Sound Special Investigators, Washington State Auto Theft Investigators, and Washington Med-Fraud Task Force).

Training

- Develop training curricula on specialized subjects (e.g., insurance fraud, developing and preserving evidence, interviewing techniques, financial crimes);
- Present training to law enforcement, prosecutors, insurance companies; and others.

QUALIFICATIONS:

Required Qualifications

- Certification as a peace officer under RCW 43.101.095 and able to maintain status of a limited authority Washington peace officer, per standards outlined by the Criminal Justice Training Commission;
- At least ten (10) years experience as a commissioned law enforcement officer;
- Two years experience conducting criminal investigations, to include recorded interviews of suspects/victims/witnesses, conducting surveillance, apprehension and arrests, and case report writing (to include presentation of probable cause to prosecutors for the filing of criminal charges);
- Two years experience developing and maintaining sources of information and/or informants;
- Two years experience applying for and executing search warrants and/or Special Inquiry Judge subpoenas;
- Two years experience handling, processing and/or examining evidence;
- Ten years experience working with firearms, and the ability to maintain proficiency and qualification;
- Knowledge of use of force policies and the ability to use force when

required to apprehend a criminal suspect;

- A valid driver's license;
- Ability to travel statewide day or night;
- Ability to respond to difficult, stressful or sensitive situations in a manner that minimizes potential conflicts and maintain good working relationships with others;
- Ability to prepare and present specialized training to varied audiences;
- Ability to develop and maintain professional relationships with government agencies, private industry, criminal justice staff, community groups and the public;
- Ability to provide clear and concise briefings to state and local agencies concerning complex cases/information; and,
- Ability to move or transport boxes and other evidence weighing as much as 75 pounds.

Respect, recognition and inclusiveness: Engages in constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect; helps create a work environment that embraces and appreciates diversity; and, recognizes contributions of others within the organization --- all of which will enhance the attainment of organizational goals.

Accountability: Demonstrates understanding of the link between job responsibilities and organizational goals. Accepts personal responsibility and accountability for the quality and timeliness of own work, and adhering to agency processes/policies. Manages his or her own performance to meet expectations and achieve expected results.

Communication and Collaboration: Actively listens and engages in open, respectful, and cooperative manner. Conveys messages that are effective in communicating information and ideas with others.

Customer Focus: Builds and maintains internal and external customer satisfaction with services offered by the organization, both regulatory and consumer based. Demonstrates sensitivity to public's perceptions and attitudes.

Professionalism and Integrity: Through consistent honesty, forthrightness, and professionalism in all interactions, earns the trust, respect and confidence of co-workers and customers.

Preferred / Desired Qualifications

- A Bachelor's degree;
- Four years or more of experience conducting or supervising investigations, which include the authority to independently plan work on criminal cases.

SUPPLEMENTAL INFORMATION:

This recruitment will be used to fill the current Insurance Fraud Detective, as well as building a register of qualified candidates that may be considered for future permanent Insurance Fraud Detective positions that occur within the next six-month period.

Outstanding benefits include: health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee assistance program; deferred compensation plans; 11 paid holidays plus a personal holiday; tuition reimbursement; commute trip reduction; training; and state retirement plans.

HOW TO APPLY

To be considered for this opportunity, **complete an online application** with the **materials** listed below.

1. Go to www.careers.wa.gov
2. Click the "Look for jobs" button
3. Click the "Office of the Insurance Commissioner" box in the *Department* section.
4. Click the "Apply Search" button.
5. Click Insurance Fraud Investigator
6. Click the "Apply" button.
7. Follow the online application instructions to complete the **online application** & include these **materials**:

- An Online Questionnaire;
- Current resume;
- A detailed letter of interest describing your skills and experience as they relate to the qualifications outlined in this job announcement; and,
- A list of **three professional references**, including one supervisor, with current telephone numbers and addresses;

Incomplete application packages may disqualify the applicant from the selection process.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. When submitted

electronically, you are confirming that all information is true and complete.

Finalist(s) will be required to provide proof of a degree (if claimed), a valid driver's license, and current peace officer certification, as well as undergoing an extensive background check that includes a Criminal Justice Records Check. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

OTHER INFORMATION

This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the WFSE, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision will be effective on the first day of the month following the employee's initial 30 days in this classification.

In accordance with RCW 48.02.090(5), Office of Insurance Commissioner employees are prohibited from having any interest, directly or indirectly, in an insurance company other than as a policy holder. This prohibition includes the receipt of renewal commissions.

This announcement is published by the Washington State Office of Insurance Commissioner. The state of Washington is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam-era veterans are strongly encouraged to apply.

Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call Lindsey Henderson at (360) 725-7004. Applicants who are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.

Insurance Fraud Detective Supplemental Questionnaire

- * 1. Have you obtained Washington peace officer certification under RCW 43.101.095?
 - Yes
 - No
- * 2. Has your peace officer certification ever been revoked?
 - Yes
 - No

- * 3. Please select the answer that best describes your law enforcement experience.
 - Fewer than 10 years
 - 10 to 11 years
 - 11 or more years
- * 4. Please select the answer that best describes your investigative experience (e.g., interviewing witnesses/victims/suspects, handling evidence, and writing case reports).
 - Fewer than 24 months
 - 24-35 months
 - 36-47 months
 - 48 or more months
- * 5. Please describe your specific work experience as noted in question # 3. Please do not state "see resume". If you do not have this experience, please type N/A.
- * 6. Please select the answer that best describes your experience applying for and executing search warrants and/or Special Inquiry Judge subpoenas.
 - Fewer than 24 months
 - 24-35 months
 - 36-47 months
 - 48 months or more
- * 7. Please select the answer that best describes your experience developing and maintaining sources of information and/ or informants.
 - Fewer than 24 months
 - 24-35 months
 - 36-47 months
 - 48 or more months
- * 8. Please select the answer that best describes your experience working with firearms.
 - Fewer than 10 years
 - 10-11 years
 - 11 or more years
- * 9. Are you willing and able to maintain proficiency with a firearm?
 - Yes
 - No
- * 10. Are you willing to consent to and undergo a Criminal Justice Records Check and background investigation?
 - Yes
 - No
- * 11. Are you willing and able to work a flexible schedule?
 - Yes
 - No
- * 12. Are you willing and able to travel, which may include occasional travel on evenings and weekends on official state business?
 - Yes
 - No
- * 13. In accordance with RCW 48.02.090(5), Office of Insurance Commissioner employees are prohibited from having any interest, directly or indirectly, in an insurance company other

than as a policy holder. This prohibition includes the receipt of renewal commissions. If hired, do you agree to abide by this law?

- Yes
- No

* 14. Other than a traffic infraction, have you had any misdemeanor or felony convictions within the last ten year period?

- Yes
- No

* 15. If you answered yes to the question above, please list the conviction, date of conviction and county and state in which the conviction occurred. If you answered no, please list N/A

* Required Question