

Job Description

Job Title Insurance Fraud Investigator

Job ID 12476

Date Opened 03/05/2021

Date Closed 03/19/2021

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency SR Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 12

Bargaining Unit 1_2 Compensation Unit 1 & 2

Minimum Range \$82,326.000000

Maximum Range \$105,339.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

The position is located in the Department of Insurance and Banking (DISB), Enforcement Consumer Protection Investigation Division (ECPD), Compliance Branch (CB). The CB ensures consumer protection of District of Columbia (District) residents by conducting administrative investigations of allegations of violations, misconducts or disqualifying activities by insurance entities and producers (licensed or unlicensed) in the District; makes referrals to enforce the District insurance code and maintains regional partnerships for best practices.

Duties and Responsibilities

Evaluates referrals to determine the necessity and scope of investigation and prepares an investigative plan; summarize, analyze and arrange documents, witness and subject interviews, audit reports, and other evidence to determine a violation.

Investigates allegations of violation(s) of insurance laws regarding the activities of insurance agents and regulated insurance entities or the general public, including conducting interviews.

Interviews and interrogates witnesses and suspects and conducts covert actions, when appropriate. Must exercise sound judgment and discretion in conducting interviews and have good investigative techniques.

Prepares and collates a comprehensive written investigative summary report, which includes acquired correspondence and other documents necessary to expeditiously conduct efficient and adequate financial services investigations and to support a referral; determines and cites what code provisions were violated and submits summary reports and provides requested information promptly and testifies on contents of reports.

Qualifications and Education

This position requires Specialized Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licensure and Certifications

None

Other Significant Fact

Tour of Duty: 8:30 am - 5:00pm

Work Environment

The incumbents work is generally performed in an office setting. However, it may include off-site office setting.

Pay Plan, Series, Grade: CS-1810-12

Duration of Appointment: Career Service - Regular

Collective Bargaining: This position is covered under a collective bargaining unit and you may be required to pay an agency service fee through direct payroll deduction.

NOTE: Travel may be required.

Position Designation: The incumbent is subject to enhanced screening pursuant to the DPM Chapter 4, Suitability- Security Sensitive.

EEO: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal.