



## Position: BACKGROUND INVESTIGATOR

Education	Two years of college courses or bachelor's degree from an accredited University
Location	Applicants must be able to commute to Clinton Township, MI 48038
Career Level	Entry to Mid, Non-Management Level
Job Type	Full Time Position with Flexible hours, <b>we provide all training and upskilling to begin a new career in professional investigations.</b>
Benefits	401(k) match, paid time off, SL/LT Disability, New Hire Bonus
Posting Date	February 2, 2022

**Objective** Conduct open and closed source data gathering to obtain pertinent information to match client's needs. This will include conducting background record searches, database searches, discreet telephone research and other forms of open-source intelligence.

### Job Responsibilities

- Understand our organizational goals to consistently meet client expectations
- Learn and execute our proprietary investigative methods and techniques
- Identify client's unique goals and utilize methods to reach these goals
- Draft detailed and supported investigative reports
- Data mining from proprietary and open-source channels
- Application of Inductive and deductive reasoning based upon developed fact sets
- Public Records Searches
- Criminal and Civil Court Record Searches
- Efficient maneuvering and collection of Open-Source Data
- GIS Based Mapping Systems
- Self-management of a weekly case load and meeting deadlines
- Autonomous workflow, as well as, working in a team atmosphere
- Social media profiling and technique development
- Availability for Overtime depending on workflow



## Job Requirements

- Strong Writing Skills
- Good Interpersonal Skills
- Strong Computer Skills
- Strong Time Management Skills
- Critical Thinking Skills
- Strong Communication Skills
- Ability to Multi-Task
- Understanding of Budgetary Issues
- Understanding of Deadlines and Client Expectations
- Ability to Self-Manage and Self-Start

To apply, please contact us at [info@asginvestigations.com](mailto:info@asginvestigations.com)