



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code:5207

INSURANCE FRAUD INVESTIGATOR – INSURANCE DEPARTMENT

GRADE L

SCOPE OF WORK:

Work involves planning, coordinating, and conducting complex investigations involving a broad scope of insurance fraud and related offenses to detect and verify suspected criminal and/or regulatory violations.

DUTIES PERFORMED:

- Plan, coordinate, and conduct extensive investigations of insurance fraud involving claimants, policyholders, insurance agents, and insurance companies to include the entire span of medical, property, casualty, life, auto, and other insurance plans.
- Receive and evaluate complaints regarding insurance fraud, deception, and/or misrepresentation.
- Identify and pursue leads to obtain evidence.
- Conduct surveillance operations.
- Gather and document evidence by interviewing involved parties, obtaining statements, reviewing and analyzing records and files, etc.
- Develop information for and execute search and arrest warrants.
- Lead the processing and protection of crime scenes by identifying, collecting, and preserving physical evidence; properly tag, package, transport, and secure evidence.
- Coordinate investigations with other law enforcement agencies, regulatory agencies, and other relevant entities.
- Prepare investigative reports and recommend administrative, legal, and/or sentencing action.
- Present evidence to prosecutors, legal staff, or courts.
- Prepare and present testimony as required for legal proceedings or administrative hearings.
- Participate in multi-jurisdictional task forces.
- Participate in and conduct outreach and educational activities to inform the general public and local, state, and federal government agencies about the expanding crime of insurance fraud.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of work experience in investigations, law enforcement, or closely related field. Additional investigatory work experience may be substituted for the education requirement on a year-for-year basis. Must be a licensed North Dakota peace officer or possess a peace officer license that is transferable from another state.

Eff. Date: 03/17

Rev: 07/19 – Revised minimum qualifications