



**STATE OF IOWA**  
**invites applications for the position of:**

## **Special Investigator**

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**SALARY:** \$24.75 - \$37.67 Hourly  
\$1,980.00 - \$3,013.60 Biweekly  
\$51,480.00 - \$78,353.60 Annually

**OPENING DATE:** 04/24/17

**CLOSING DATE:** 06/08/17 11:59 PM

**JOB DESCRIPTION:**

**Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements will be placed on the eligible list.**

The position of Special Investigator within the Iowa Insurance Fraud Bureau is a certified peace officer position. The Iowa Insurance Fraud Bureau is the only State Law Enforcement Agency specifically tasked with receiving complaints of insurance fraud, investigating those complaints and facilitating criminal prosecution of the offenders. The authority to do so is codified in Iowa Criminal Code 507E.

The Iowa Insurance Fraud Bureau currently has two fully sworn state law enforcement Special Investigators that conduct investigations throughout the state of Iowa. Depending on the extent of the fraud, investigations can be long-term, complex and labor intensive. Special Investigators, through partnerships, work cooperatively with other local, state and federal government entities in an effort to resolve these cases. Investigators are often the liaison between other law enforcement agencies and the insurance companies. They work closely with the insurance companies' Special Investigative Unit managers and their investigators to ensure that the appropriate case information is obtained.

By law, the insurance companies are required to refer any suspected incidents of insurance fraud which they discover, to the Fraud Bureau. The Fraud Bureau also receives fraud complaints from other government entities, law enforcement agencies, as well as the general public. A Special Investigator is responsible for analyzing and investigating insurance fraud cases. A referral generally includes specific details regarding the alleged suspects and their activities which often provide a good starting point to proceed with the investigation.

Investigators handle cases involving various lines of insurance, which primarily include health, life, workers compensation and property/casualty insurance. Investigators also conduct investigations into the activities of insurance producers and securities brokers conducting business in the State of Iowa.

During the course of an investigation, the investigator will use a variety of different procedures including but not limited to: conducting informational-based searches regarding the involved parties to verify information and collecting additional information from insurance companies, Iowa consumers, etc; analyze all case-related information; gather additional evidentiary documents through use of file request letters, subpoenas, search warrants, etc.; conduct interviews of involved parties; prepare investigative reports; present the investigative results to the appropriate county, state, or federal prosecutor; criminally charge and apprehend the offenders; and testify in court proceedings.

Special Investigators are also required to be familiar with, learn to recognize, document and report regulatory insurance violations involving insurance producers, securities brokers, insurance agencies or other entities and persons doing business in the insurance industry.

Special Investigators are responsible with conducting insurance fraud awareness and prevention training for cadets at Iowa law enforcement academies, other law enforcement entities as well as representatives within the insurance industry.

For additional information regarding the Iowa Insurance Division and positions available, please visit <https://iid.iowa.gov/employment>.

**SELECTIVES:**

**111 Law Enforcement Academy Graduate**

Applicant must be a graduate from an accredited law enforcement academy approved by the Iowa Law Enforcement Academy. Applicants must state on their application that they have graduated from an accredited academy.

AND

**987 Certified Law Enforcement Officer**

Certified Law Enforcement Officer is a certification through the Iowa Law Enforcement Academy (ILEA) or a law enforcement training facility approved by ILEA.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in law enforcement, corrections, criminal justice, criminology, police science, accounting, finance, or law, and experience equal to five years of full-time law enforcement work as a sworn officer.
- 2) Graduation from an accredited four-year college or university with a degree in a field of study not listed in number one and experience equal to six years of full-time law enforcement work as a sworn officer.
- 3) A combination of ten years of education and full-time experience (as described in number one), where thirty semester hours of accredited college or university course work equals one year of full-time experience.

For additional information, please click on this [link to view the job description](#).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://iid.iowa.gov/>

Position #17-00070  
SPECIAL INVESTIGATOR  
MW

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Des Moines, IA 50309

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