

### Class Concept

This is managerial and administrative work managing and directing the Criminal Investigations Division within the Department of Insurance. Position directs the investigation of criminal activity regarding insurance companies or other regulated entities, agents, service providers or consumers. Criminal activity may be reported by private citizens, insurance companies or other industries regulated by NCDOL, law enforcement agencies or other government entities. The Criminal Investigations Division routinely works with the special investigative units of insurance companies, the National Insurance Crime Bureau and the National Association of Insurance Commissioners, other state and federal law enforcement agencies, and other regulatory divisions within the Department of Insurance to investigate, apprehend and successfully prosecute violations of insurance law.

This position plans and directs the activities of the Criminal Investigation Division in accordance with state standards for law enforcement officers and policies and procedures. The position implements training programs in compliance with procedures of the NC Criminal Justice Standards and Training Division and state statutes.

Position supervises lower level staff and office support personnel, assigning and supervising their work and appraising their performance. Position works under the general supervision of a Senior Deputy Commissioner and work is reviewed through conferences, reports, and a general review of completed work assignments. Work may include other duties as assigned by management.

### Recruitment Standards

#### Knowledge, Skills and Abilities

- Thorough knowledge of laws pertaining to insurance fraud, embezzlement, and the laws of admissible evidence that relate to courtroom procedures.
- Thorough knowledge of the methods, procedures, and practices used in the investigation of criminal offenses.
- Thorough knowledge of the insurance industry, bail bonding industry, insurance agencies, collection agencies, and premium finance company operations that relate to licensees.
- Thorough knowledge of the principles of supervision.
- Ability to establish and maintain favorable working relationships with law enforcement officials, court officials and officials of the insurance industry.
- Ability to analyze requests for investigative assistance and evaluate individual employee case assignments and technical expertise needed for assigning cases.
- Ability to review investigations and provide guidance and assistance concerning procedures to be followed in completing an investigation, including: investigate criminal cases, make arrests, prepare comprehensive and detailed reports pertaining to individual cases, present effective court testimony, and apply the principles, techniques, and procedures of modern criminal investigations.
- Ability to apply the criminal statutes of North Carolina to criminal investigations, evidence collection, legal processes, arrest, and courtroom procedures and practices.
- Proficient in the use of firearms and other equipment used in the collection and preservation of evidence.

#### Minimum Education and Experience

Bachelor's degree in Criminal Justice or related field from an appropriately accredited institution and six years of experience in law enforcement or investigative work; or an equivalent combination of training and experience; and certification as a sworn law enforcement officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission.