

Director of Investigations

To apply send an email to jobs@ilgtechnologies.com with the subject "Director of Investigations" that includes a cover letter and resume no later than 5:00 PM CT on Thursday, February 29, 2024.

The Investigations Department is responsible for conducting background investigations of candidates seeking admission to various state bars to ensure applicants are of good moral character and fitness and meet the minimum qualification requirements.

Responsibilities:

- Train and Manage Investigations Department personnel.
- Develop policies and procedures that will ensure compliance with various policies and procedures.
- Identify areas within the department where new technologies can be applied to improve operations in order to provide more efficient services.
- Work closely with various state bar admission agencies and internal executive-level personnel to develop effective solutions to resolve issues that impact the department.
- Ensure compliance with established department guidelines by managing periodic audits of investigations.
- Complete other duties assigned by executive-level personnel.

Minimum Qualifications:

- A master's degree from an accredited college or university;
- five years of satisfactory full-time professional experience in investigations; and,
- at least two years of this experience must have been in an executive, managerial, administrative or supervisory capacity supervising staff performing professional work in investigations.

OR

- A bachelor's degree from an accredited college or university;
- eight years of satisfactory full-time professional experience in investigations; and,
- at least two years of this experience must have been in an executive, managerial, administrative or supervisory capacity supervising staff performing professional work in investigations.

Preferred Skills:

- Strong analytical and problem-solving skills.
- Ability to assess and manage complex investigations objectively, professionally and consistently.
- Ability to efficiently manage and motivate staff.
- Excellent oral communication and writing skills.
- Previous experience managing in a high-paced dynamic environment.
- Must possess the ability to handle multiple concurrent activities.
- Work well in a team environment.