

Entry Level Analyst

The ILG Technologies 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.

The department is seeking entry level analysts with a starting salary of \$38,000, 15 days of annual leave and 15 days of sick leave, 13 paid holidays, liberal benefits package including health insurance, dental insurance, vision insurance, life insurance and retirement plan participation with employer match. Payroll is monthly with direct deposit. The position will be available in August 2024 in Jefferson City, Missouri. This is not a remote position.

Please email a copy of your cover letter, resume, and undergraduate transcript (if applicable) to jobs@ilgtechnologies.com no later than Friday, July 19, 2024, at 11:59:59 PM CT. Submissions will be reviewed and selected candidates will be requested to move forward in the hiring process.

ILG Technologies is a drug-free workplace.

ILG Technologies is an equal opportunity employer.

Responsibilities:

- Conduct detailed investigation based on company policy and procedures.
- Analyze information to determine how the information relates to the investigation.
- Follow up with third-party contacts as necessary to receive information related to the investigation.
- Use technology to perform investigative and record keeping tasks.
- Draft detailed investigative reports.
- Effectively manage assigned investigations.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university; and
- successful completion of a background investigation.

OR

- Three years of investigation experience including written reports; and
- successful completion of a background investigation.

Preferred Skills:

- Strong analytical and problem-solving skills.
- Ability to assess and manage complex investigations objectively, professionally and consistently.

- Ability to effectively communicate in a professional and courteous manner, both verbal and written, between stakeholders.
- Ability to follow established policies and procedures.
- Excellent writing skills.
- Work well in a team environment.
- Basic computer and typing skills.