



Job Description:

Job Overview:

Welcome to Smith, Hall, and Tunson Legal Services where we stand behind every service, every time.

Smith, Hall, and Tunson Legal Services is the most diligent, reliable, and we'll enforced legal service provider in the industry. Our market strategy is a of networking of committed professionals dedicated process service. With demand comes excellence all in all, you've found the right people for the job.

Smith, Hall, and Tunson Legal Services has trained specialists to execute and complete the legal services offered. We are amongst if not the market competitors who lead in legal support to the many. Regardless of the case complex we deliver. We are looking for a dynamic, high-performing Private Investigator. SHT Legal Services is a full-service investigative firm, We seek experienced investigators who take pride in their work and who will follow SHT Legal Services Professional Code of Ethics to our highest standard.

Responsibilities for Private Investigator:

- **Conducting field investigations and covert surveillance with an emphasis on insurance fraud and -insurance claims defense**
- **Development of investigative plans of action**
- **Prepare and file detailed investigative reports**
- **Prepare written and recorded statements**
- **Process evidence, prepare court cases and provide legal testimony**
- **Conduct In-person interviews**
- **Conduct court, public, and private records review**
- **Writing comprehensive investigative reports**
- **Perform misc. job-related duties as assigned**

QUALIFICATIONS:

- **2 or more years' experience conducting workers compensation/auto liability surveillance**
- **Possess a valid state-issued driver's license**
- **Possess or able to obtain Private Investigator License in the state where work is performed**

EDUCATION:

- **High School Diploma or GED**
- **4-year college degree (criminal justice degree preferred) or equivalent law enforcement, military, or insurance experience directly related to the duties and responsibilities specified.**

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **Ability and willingness to travel as necessary**
- **Flexibility to work varied and irregular hours and days, including weekends and holidays**
- **Skill in completing accident and criminal investigations.**
- **Strong computer and internet skills, including familiarity with Social Media.**
- **Strong attention to detail**
- **Excellent analytical and problem-solving skills**
- **Ability to communicate effectively, both orally and in writing.**
- **Ability to gather data, compile information, and prepare reports.**
- **Ability to provide legal depositions and testimony.**
- **Ability to gather and organize evidence.**
- **Ability to conduct surveillance assignments for insurance claim defense cases.**
- **Ability to investigate and analyze information and draw conclusions.**
- **Knowledge of legal documentation procedures and requirements.**

REQUIRED EQUIPMENT:

- **Possess a reliable vehicle for surveillance**
- **Cellular telephone**
- **8mm Camera or MiniDV**
- **Voice Recorder**
- **Lap Top computer with Windows, Microsoft Word, and wireless Internet connection capabilities.**