



Creative Services, Inc.

“Your partner in the employee selection process”

POSITION TITLE: Independent Contract Investigator

JOB DESCRIPTION:

Creative Services, Inc. is currently seeking Independent Contract Investigators throughout the continental U.S. and territories to conduct background investigations in support of national security, focusing on casework for federal agencies.

Contractors are self-employed, and are not employees of Creative Services, Inc. (CSI). This is a part-time position and work on as needed basis. Contractors do not receive employee benefits and are responsible for their own taxes. Expenses incurred during investigation i.e. parking, tolls, record fees etc. will be reimbursed. The investigation territory includes work within a 75 mile radius of the investigator’s home.

DUTIES/RESPONSIBILITIES:

Duties include, but are not limited to:

- Conducting federal background investigations for the purpose of determining employment suitability and security clearance determinations in compliance with all laws and required federal agency requirements
- Evaluate an individual’s trustworthiness for access to classified information and placement in a sensitive position
- Contractors (Investigators) will conduct face to face interviews with the subject and his/her neighbors, coworkers, employers, friends, family and associates
- Contractors (Investigators) will perform record searches at law enforcement agencies, courthouses, educational and financial institutions, and medical/mental health facilities.
- Contractors (Investigators) will report results of investigation on a CSI facilitated government - mandated computer system

QUALIFICATIONS:

- Must have current credentials to conduct background investigations for U.S. Government security clearances
- Requires a Bachelor’s degree or equivalent work related experience and/or military experience

- Candidate should hold an active Top Secret clearance.
- U.S. citizenship (required for security clearance)
- Must be willing and able to travel in support of assignments as required. Must have a valid driver's license and reliable transportation
- Intermediate computer and typing skills
- Excellent written and verbal communication skills
- Ability to work independently
- Ability to interact professional with a variety of individuals
- Excellent time management skills

Please submit your resume and direct your response or questions by emailing govresumes@creativeservices.com

Please include in your resume: Security Clearance level and date granted. A list of Agency credentials with ID# (s).

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