

Entry Level Background Investigator

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 an entry level background investigator with a starting salary of \$40,000, 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 is available immediately in Jefferson City, Missouri.

Please email a copy of your cover letter, resume, and a copy of your high school diploma, GED certificate or undergraduate transcript (if applicable) to jobs@ilgtechnologies.com no later than Friday, November 7, 2025, 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.

Minimum Qualifications:

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

OR

- High school diploma or GED certificate;
- three years of investigation experience including written reports; and
- successful completion of a background investigation.

Job Responsibilities *(including but not limited to):*

- Conduct thorough investigations in alignment with company policies and procedures.
- Analyze data and information to assess relevance and impact on investigations.
- Communicate with third-party contacts to gather necessary information.
- Utilize internal systems and technology to document and manage investigative tasks.
- Prepare comprehensive investigative reports.
- Manage assigned investigations and special projects efficiently and within set timelines.
- Maintain confidentiality regarding all work-related matters outside the workplace.

Preferred Qualifications & Skills:

- Ability to follow policies, procedures, and regulatory guidelines.
- Strong analytical and critical thinking abilities.
- Ability to effectively communicate in a professional and courteous manner, both verbal and written, between stakeholders.
- Quick to learn and adapt to customized software platforms.
- Outstanding writing skills.
- Ability to consistently complete investigations with objectivity and professionalism through effective planning and prioritization.
- Collaborative mindset with the ability to work effectively in a team environment.