



Potomac Management Solutions: DCSA Background Investigators

Company: Potomac Management Solutions

Position: DCSA Background Investigators

Apply: [Background Investigators \(Nationwide\)](#)

Description:

We're seeking NEW ENTRY LEVEL DCSA Background Investigators to join our growing professional team NATIONWIDE area as contract Investigators. Investigators will support national security and suitability investigations, focusing on performing background investigations on behalf of government clients. Potomac Management offers industry-leading reimbursement rates for Background Investigations and supporting casework. We value our Investigators and what they bring to our organization and the mission objectives they help to accomplish.

FULL TIME BACKGROUND INVESTIGATORS WANTED - (1099 status, no benefits. Minimum 20-25 source units per week)

WE WILL COVER YOUR TRAINING 100%* (Must work with Potomac for 1 year after completion of training – Job are nationwide, so any relocation should not affect work)

Minimum Qualifications for Background Investigator:

- Must successfully complete approved New Investigators Training (7 weeks, 100% paid. 5 weeks daily virtual training, 2 weeks of field training).
- **MUST HAVE AN ACTIVE TS CLEARANCE**
- Must be at least 18 yrs of age and a US Citizen.
- Ability to work remotely and travel with a reliable vehicle, valid driver's license and clean driving record.
- Bachelor's degree or equivalent (relevant years of experience).
- **Excellent** written and verbal communication skills; able to build rapport with new people.
- Personal computer and business solutions software skills.
- Ability to synthesize information, identify key findings and determine conclusions.
- Ability to identify, understand and apply federal/state/local regulations/laws regarding investigations.

Essential Functions of Background Investigator:

- Conduct interviews, retrieve records, conduct research, and prepare reports of investigation in compliance with federal standards, all laws, and other required federal agency regulations.
- Conduct face-to-face interviews with the applicant, neighbors, coworkers, friends, and associates.
- Complete record searches at law enforcement agencies, courthouses, mental health, financial and educational institutions.
- Compile information in a clear, concise report that helps determine employment suitability and security clearance eligibility via a standardized reporting format (in accordance with investigative standards).
- Meet quality, timeliness, and production metrics for all work assigned in a rapid, time-sensitive setting.
- Interact with team leader and case review officers to ensure thoroughness of investigations.

Additional duties or specific tasks may be assigned