**Legal Investigator Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legal Investigator to support our investigations and cybersecurity missions. The successful candidate will identify and investigate frauds and exploitations, both internal and external, which pose a significant financial and reputational risk to the company.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Respond to internal and external reports of alleged fraud or misconduct, while cultivating and maintaining positive relationships with cross-functional partners to identify and facilitate solutions
* Summarize and present information from investigations to leadership and cross-functional teams
* Identify contributing factors or vulnerabilities leading to financial frauds and system exploitations, identify malicious actors or groups, and documenting findings
* Contribute to the development of, or improvement to, systems and tools based on investigative findings
* Proactively analyze and interpret complex data to initiate and advance investigations, assess trends and associations for threats to the company, and support investigative findings
* Participate in collaborative casework, both supporting cross-functional teams and leveraging external resources when needed
* Travel occasionally domestically and abroad
* Support other investigators who are located around the world
* Handle occasional emergency matters during nights, weekends, and holidays

### About you

* Juris Doctor degree with [insert number] years of corporate legal experience - or- paralegal with [insert number] years of corporate legal experience
* [insert number] years of experience in business document review
* [insert number] years of experience with customer service
* Proficient in Microsoft Word, PowerPoint, Outlook and Excel, and SharePoint

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]