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# Example of Field Examiner Job Description

Our company is hiring for a field examiner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for field examiner

* Perform on-site fact-finding to ascertain the total of a beneficiary's income, assets and obligations to inspect the environmental setting, and to assess the social, economic and industrial adjustment
* Develop information through observation, analysis of records, personal interviews, and depositions of beneficiaries, their relatives and/or disinterested witnesses in the community
* Verify evidence to establish accuracy and authenticity
* Periodic overnight travel may be required based on mission needs
* On a routine basis, the incumbent in this position will be required to operate a government-owned motor vehicle
* Plan and undertake all Field exams and upload to appropriate databases within a specific time frame
* Identify and escalate relevant credit and processing issues to assist manage Invoice Finance portfolio
* Identify and escalate any process improvements or effective controls to assist in the risk management of the portfolio
* Maintain active communication and working relationships with key stakeholders to provide a positive service experience
* Contact clients directly to obtain further information and clarify any issues

## Qualifications for field examiner

* Must have a valid driver's license to operate a government vehicle
* Requires traveling long distances and
* A legible copy of your DD Form 214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, character of service (Honorable, General)
* Current active duty members must submit a signed statement of service from their commander dated within the last 120 days that contains their expected discharge date, their release from active duty under honorable conditions, any medals awarded, and the timeframe of their service so eligibility can be determined
* Veterans claiming 10 point preference must also submit an SF-15 and all documents indicated on the form as proof of type of preference
* If you are unsure as to whether you qualify for veterans' preference, please consult the U.S. Department of Labor's Veterans' Preference Advisor here