Bill Clutter Investigations Inc

Street Address: 1032 S. 2nd Street, Springfield, Illinois 62704

Phone number: (217)528-5997       Fax number: (217)528-6436

Email Address: clutterinvestigations@gmail.com

Agency Contact: Haley Stratton

How should students contact this agency? Email

How should students submit cover letters and resumes? Email attachments

General description of this agency or business:
Private Detective Agency/ Courier Process Services

Internship or Job Description:
Assisting agents with interviews, reviewing and organizing case files; serving court processor documents to corporate locations; retrieving case documents from courthouse; and filing Milan License plate and title submissions.

*Must Have:
*A valid driver’s license to be able to do miscellaneous courier runs for the company
*Basic knowledge of Microsoft Word and Excel programs
*Phone etiquette

Basic student learning anticipated:
Interview and organizational skills

Hours per week: Up to 20

Position available: fall, spring, and summer

Unpaid