

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: FORENSIC COMPUTER ANALYST II

Posting# 3492-1016jhm

*** May underfill as Forensic Computer Analyst I***

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Proof of BCERT, CFCE, and EnCase or ACE certification

STARTING SALARY: Step 49 \$28.86 per hour \$2,309 Bi weekly

*** 3491 - Step 42 \$24.53 per hour \$1962 Bi weekly ***

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: September 27, 2016

CLOSING DATE: Open Until Filled

***All applications received by October 11, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision from the Evidence Crime Lab Supervisor, collect, preserve, and analyze digital and electronic evidence through the use of specialized investigative tools in both criminal and internal investigations. This civilian position is part of the Utah Retirement System for Public Employees **Forensic Computer Analyst II:** This is the full performance classification of the series responsible to perform assignments with minimal supervision and guidance and possesses level II certifications. **Forensic Computer Analyst I:** This is the entry and training classification for analysts possessing a B.A. or B.S. degree or qualifying experience.

DUTIES INCLUDE:

Collect, preserve, examine, analyze, and process digital evidence using specialized investigative tools and without altering original evidence. Recover digital evidence in deleted, hidden, encrypted, corrupted, and protected electronic files in order to expose and recover digital evidence.

Develop, update, and implement procedures relating to the seizure and examination of evidence from computer and other digital media. Prepare detailed and comprehensive reports of findings for submission to law enforcement. Partner with law enforcement to execute off-site search warrants by triage, seizing, imaging, and analyzing computer and digital devices pertinent to investigations.

Serve as technical expert and consultant with law enforcement agencies conducting internal or criminal investigations involving computer and digital evidence. Prepare and submit grant proposals in a timely manner, monitor grant fiscal and performance compliance, submit required reports to comply with and maintain grant funding. Acquire, install, and maintain all hardware and software necessary to effectively conduct forensic science activities related to digital evidence. Research and implement forensic analysis best practices, emerging technologies, and strategies. Receive, maintain, and release evidence in accordance with evidence-handling procedures and best practices.

Testify in court or before administrative bodies as a technical expert and expert witness as to the procedure and method used to collect, preserve, inventory, examine, and analyze digital evidence and the results of analyses conducted.

Provide pertinent training to law enforcement personnel and agencies. Acquire and maintain all certifications and credentials applicable to job function and duties.

For a complete job description, refer to Utah County web site: www.utahcounty.gov

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge: Maintain current knowledge of federal and state statutes and recent appellate case rulings pertaining to digital crimes and evidence; advanced working knowledge of Windows, OSX, and Linux Operating Systems and their accompanying file systems; advanced working knowledge of computer networks, network components, network security, and network setup.

Skills: Verbal and written communication; compose technically-complex information in an easy-to-understand format; work with peace officers and attorneys effectively and professionally; analyze complex digital systems and data, including systems/data protected by passwords or other means designed to prevent examination/analysis; design, install, and maintain computer hardware and software for a digital forensic evidence laboratory.

Abilities: Work with minimal supervision; communicate effectively (verbal and written) learn new technology (hardware and software); for forensic analysis; meet timely deadlines and reach goals; troubleshoot computer hardware and software problems; research and implement emerging technologies; attend training to maintain a high degree of proficiency to meet current demands. Work cooperatively in a team environment.

REQUIREMENTS FOR EMPLOYMENT:

Forensic Computer Analyst II: Bachelor's degree from an accredited university and four years of work experience as a forensic computer analyst OR five years' experience as a computer forensic analyst and an additional five years' experience as a certified law enforcement officer, conducting criminal investigations and processing crime scenes. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Advanced Forensic Training (AFT) through the U.S. Secret Service National Computer Forensics Institute; AND EnCase® Certified Examiner (EnCE®) through Guidance Software (AccessData Certified Examiner (ACE) through AccessData may be substituted if ENCase was previously obtained). Basic Computer Evidence Recovery Training (BCERT) through the U.S. Secret Service National Computer Forensics Institute; Certified Forensic Computer Examiner (CFCE) through International Association of Computer Investigative Specialists (IACIS); AND EnCase® Certified Examiner (EnCE®) through Guidance Software (AccessData Certified Examiner (ACE) through AccessData.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.