



Worcester County SHERIFF'S OFFICE



Sheriff Matthew Crisafulli

One West Market Street– Room 1001, Snow Hill, MD 21863

(410) 632-1111 phone/ (410) 632-3070 fax

www.WorcesterSheriff.com

NOW HIRING

Digital Forensics Technician

Grade 19, Step 1-5 \$45,864.00- \$50,648.00

(contingent upon qualifications and experience)

Join the Worcester County Sheriff's Office, a career you can be proud of!

BENEFITS: Full-time employee Worcester County benefits to include, health insurance, paid vacation, sick and personal leave.

REGULAR HOURS: 8:00 am – 4:00 pm Monday through Friday, occasional call-backs

APPLICATION DEADLINE: July 14, 2020

JOB SUMMARY: This position is non-sworn and is responsible for the identification, preservation, and analysis of digital evidence from various digital media and platforms, to include but not be limited to mobile devices, cellular telephones and computers. The Digital Forensics Examiner will work full-time at the Worcester County Sheriff's Office Joint Special Operations Center, and will report to the Commander of the Investigative Services Division.

GENERAL REQUIREMENTS:

- Drug and alcohol testing
- Possess and maintain a valid driver's license with less than 4 points
- Subject to emergency call-back with little or no notice as needed
- Pre-employment background investigation which includes fingerprinting, criminal history, motor vehicle history, work history, credit check, personal and professional references, and polygraph / CVSA
- Pre-employment medical, physical examination, and psychological evaluation
- Regular work week is Monday through Friday, however call-ins and call-backs may be regular
- Must be able to work holidays or weekends if needed

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Acquire electronic data from computer hard drives, mobile devices, and other digital media in a forensically sound and professional manner
- Extract digital evidence and generate reports customized to specific search warrant limitations.
- Produce reports following data retrieval and analysis, detailing how the computer and/or mobile device evidence was acquired and steps taken during the retrieval process
- Act as the primary point of contact for detectives and representatives from the Worcester County State's Attorney's Office to coordinate phone extractions
- Create tracking and management systems to log, track, and process evidence so as to maintain chain of custody and to provide timely analysis
- Archive evidence for long-term storage
- Review cases and prepare for testimony in pending court cases
- Testify in state and federal court as needed regarding the evidence found during investigations
- Ensure that requests submitted for service and investigative needs are met in a reasonable amount of time
- Accept and return computer evidence to submitting Detectives and agencies
- Create and deliver presentations internally and to outside groups related to the search and seizure of digital evidence and other technical topics
- Research technical information, legal issues, and case law as it relates to digital forensics
- Write and edit technical documentation and reports
- Attend trainings relevant to Worcester County Sheriff's Office investigative functions
- Pursue appropriate certifications and receive ongoing training in computer forensics
- Become familiar with, and follow, Worcester County Sheriff's Office and Worcester County personnel policies, particularly with regard to confidentiality, sexual harassment, drug-free workplace, and usage of information technology resources
- Exercise respectful and professional behavior and communication with the public, judicial personnel, law enforcement personnel, and staff
- Work closely with allied law enforcement agencies and community partners
- Complete work assignments in a timely, accurate, and efficient manner
- Attend various meetings and relay relevant investigation information
- Maintain confidentiality of information
- Perform other related duties as assigned

QUALIFICATIONS AND SKILLS:

REQUIRED

- Five (5) years experience in Computer Engineering, Computer Science, Criminal Justice, or related field
- Demonstrated training, knowledge, experience and expertise in conducting complex and varied criminal or civil investigations
- Ability to exercise discretion in handling confidential information
- Demonstrated understanding of evidence preservation and chain of custody rules;
- Proficiency with the Windows operating system, computer hardware, software, networking, and network security hardware and software
- Demonstrated ability to work closely with State, Federal and Local Law Enforcement as well as Federal and State Prosecutors
- Ability to follow oral and written instructions
- Ability to manage multiple tasks and competing priorities in a fast-paced, interactive, environment
- Excellent organization and management skills
- Strong communication, organizational, writing and analytical skills
- Demonstrated commitment to public service and a strong academic and work record
- Strong work ethic, ability to manage a highly demanding workload and a stressful work environment, and sound crisis-management, problem-solving, and decision-making skills
- Demonstrated ability to work on sensitive and confidential materials, including investigations involving the sexual exploitation of children
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks

PREFERRED

- Familiarity with, and trainings and certifications on, Cellebrite, AXIOM, GrayKey, Encase and FTK software applications
- Certifications: CCLO, CCPA, CFCE, CCME, CFCE, IACIS, Certified JTAG Forensic Examiner
- Familiarity and/or proficiency in UNIX/Linux

- Demonstrated experience in supervising/managing a law enforcement investigative division or unit, or in supervising / managing complex criminal investigations, particularly those involving use of digital forensic tools, including performing phone and digital evidence extractions
- Demonstrated understanding of evidence preservation and chain of custody rules
- Experience testifying in District and Circuit Court

OTHER INFORMATION

- During employment the employee is subject to quarterly mental health wellness evaluations
- This position is considered "essential" and is subject to mandatory overtime as needed

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (75-100% of the time)

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 25lbs; Rarely up to 75lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces. May be exposed to graphic images obtained during the data extractions of devices.

TRAVEL

Expected to operate an assigned Worcester County Sheriff's Office vehicle to potentially accompany sworn detectives to various sites to assist in the collection of digital evidence for forensic examination. Expected to travel for various assigned training opportunities. Travel may be local or regional.

Email us with questions to: Amy Titanski at atitanski@co.worcester.md.us

****Benefits package is subject to change by Worcester County and the Sheriff****