

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Computer Forensic Analyst
Sch.& Grade PAT -9
Class Code CI28
FLSA Status Non-exempt
Bargain Unit Elig. Not Eligible
Occupational Group Computer Technical

PRIMARY PURPOSE:

To conduct computer forensic investigations and analyses, data recovery, and electronic discovery from digital media for the Criminal Investigations Division of the Springfield Police Department.

SUPERVISION:

Position receives direct supervision from assigned Police Sergeant within the Criminal Investigations Division of the Springfield Police Department. Technical direction and coordination is received from the Information Systems Director on an as needed basis.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs a variety of computer forensic and electronic discovery services from digital media including digital evidence preservation, forensic analysis, data recovery, tape recovery, electronic mail extraction, and database examination. Digital media includes a wide variety of electronic data storage and transfer devices including computers, laptops, PDAs, and the images, spreadsheets and other types of files stored on these devices.
2. Analyzes and interprets computer-based evidence such as e-mail, accounting data, various database extracts, and other information stored on electronic devices to develop information necessary to meet the objectives of the forensic investigation. Effectively reports findings.
3. Performs all activities in a manner sufficient to meet the legal requirements for admissibility of evidence including following accepted protocols, processes, and maintaining chain-of-custody.
4. Assesses, troubleshoots and resolves a variety of technical issues.
5. Provides progress reports regarding investigations as well as detailed and technical report summaries of findings in written and verbal formats.
6. Provides technology advisory services to other police department staff to enhance forensic investigations.
7. Maintains a good working relationship with co-workers as work requires frequent interface with investigating officer(s) and review of case work; works effectively with staff at all levels to gather information and perform services.
8. Collects, transports, receives, inventories, stores, preserves, and signs for physical evidence submitted for examination and analysis.
9. Testifies in court regarding investigation findings and methods used to recover findings.
10. Travels to a variety of locations throughout the community to provide technical assistance to investigators and collect evidence.
11. Utilizes a variety of computer software and hardware.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge and demonstrated proficiency with the following: Windows, Macintosh, Linux or UNIX, and DOS Operating Systems; PC hardware and networking; network security. Must have understanding of information systems security; network architecture; general database concepts; document management; hardware and software troubleshooting; electronic mail systems, such as Exchange and GroupWise; and Microsoft Office applications. Knowledge of intrusion tools and computer forensic methodologies, protocols, and tools such as EnCase, Access Data, iConnect, LAW, Concordance, Summation, and FTK is preferred. Knowledge of and experience conducting security assessments, penetration testing, and ethical hacking are desirable. A demonstrated understanding of evidence collection, preservation and chain of custody rules/laws is also desirable.

Abilities

Conduct effective computer forensic analyses using established tools and techniques; recover electronic data that has been deleted, erased, fragmented, hidden or encrypted from data storage devices; evaluate and maintain hardware and software necessary for the performance of computer related investigations; manage multiple tasks and competing priorities in a rapidly growing, fast-paced, interactive, results-based team environment; demonstrate significant attention to detail as well as strong critical thinking, analytical, and problem-solving skills; excellent verbal and written communication skills; handle confidentiality appropriately; strong teamwork skills; analyze data and prepare clear, accurate, and comprehensive written and oral reports; make oral presentations; follow oral and written instructions; follow Police directives, regulations, procedures, and operations; testify in court; communicate effectively both verbally and in writing; take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents; present an overall professional image; deal effectively and courteously with associates, outside agencies, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Systems, Business or related field plus two years of hands-on experience in computer information systems work. Experience working in forensic technology involving computer forensics, electronic discovery and/or technical investigations in a litigation/investigations environment is preferred.

Physical Requirements

Ability to operate computer keyboard and mouse; ability to lift and carry up to 75 pounds or the weight of a PC system or monitor; work for extended periods of time at or on a PC, laptop or network equipment; visually verify and decipher ASCII, binary and hexadecimal data and file system structures. Must be able to pass a post-offer psychological evaluation due to the nature of some evidence recovery work.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; must be able to travel to off-site locations and work in all types of weather conditions due to situations such as search warrants and evidence collection.

Licensing/Certification

Must have or be willing and able to obtain appropriate certifications such as EnCase Computer Examiner Level 1, 2, and 3; Certified Computer Examiner; and Cyber Crime Level 1, 2, and 3.

Miscellaneous Requirements

Incumbent must possess a valid Missouri Motor Vehicle Operator's License in order to operate a vehicle for the purpose of completing job duties. May be required to work evenings and other varied hours on an as needed basis. Must be able to pass a security background investigation.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5794
Comments:	Updated Abilities	Date: 11-24-08

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____