



City of Denton
Digital Forensics Analyst

SALARY	\$22.71 - \$30.21 Hourly	LOCATION	Denton, TX
JOB TYPE	Full-Time	JOB NUMBER	23-00230
DEPARTMENT	Police	DIVISION	Police Criminal Investigations
OPENING DATE	06/15/2023	CLOSING DATE	9/5/2023 11:59 PM Central
FLSA	Non-Exempt		

Summary

Under general supervision, responsible for utilizing a variety of advanced technical and scientific skills to forensically analyze digital evidence including digital/data storage devices such as smart phones, computers, tablets, digital storage media/devices, software/applications, and audio and video evidence in support of investigations.

Essential Functions and Other Important Duties

Essential Functions:

- Conducts forensic analysis of digital evidence (e.g., digital/data storage devices such as smart phones, computers, tablets, digital storage media/devices, software/applications, audio and video evidence) in order to extract, preserve, and present evidence for use in criminal investigations and related administrative and legal proceedings.
- Performs specialized technical work in the enhancement, conversion, repair, and reconstruction of audio and video evidence.
- Actively manages the collection and extraction of digital evidence at crime scenes and in conventional office or laboratory settings. Reports to crime scenes, as needed, and directed.
- Collects and receives digital evidence and maintains the chain of custody by safely and securely storing evidence and documenting the collections and storage of that evidence.
- Collaborates with assigned work units to prepare and manage cases for all related court proceedings pertaining to digital evidence that has been collected and analyzed.
- Prepares and presents detailed and comprehensive reports of collections, extractions, examinations and findings.
- Assists with drafting search warrants, court orders, and other court documents regarding the investigation, analysis, and examination of digital evidence.
- Testifies as an expert witness in criminal and administrative proceedings.
- Maintains a digital laboratory and identifies or recommends hardware, software, and forensic tools and components to be procured for forensic investigation use.
- Trains department members and external stakeholders in digital evidence.
- Provides advice and guidance involving digital forensic investigations to department members and external stakeholders.
- Provides technical and functional direction to persons tasked with collecting, preserving, and extracting digital evidence.
- Maintains digital forensic analysis hardware and software proficiency, area specific certifications, and attends regular training to maintain proficiency in areas of expertise.
- Operates city vehicle within policy guidelines.

- Maintains regular and punctual on-site attendance.

Additional Duties:

- May exercise functional or technical supervision over individuals and processes associated with the collection, preservation, and presentation of digital evidence.
- Performs other duties as assigned

Job Requirements**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's degree or higher from an accredited college or university in digital forensics, computer science, information technology or closely related field; and
- One year of experience in a law enforcement or laboratory position that requires extraction or analysis of digital forensic evidence.

OR

- High school diploma or GED equivalent;
- Five (5) years' experience conducting digital forensic analysis; and
- Possession of related industry certifications such as Certified Computer (CCE), Certified Forensic Computer Examiner (CFCE), Mobile Forensics Certified Examiner (MFCE) or equivalent.

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.

Core Competencies:

- Knowledge of:
 1. Principles, methods, procedures and operational characteristics of a wide variety of digital evidence, including computer/smartphone/table equipment, internal computer processes, operating systems, software, applications, utility programs, and storage devices;
 2. Digital forensic analysis methodologies, protocols, best practices, standards, and tools;
 3. Digital evidence collection, preservation, and chain of custody methodologies, protocols, best practices, and standards;
 4. Criminal offenses, legal codes, and criminal justice systems; and
 5. Laws of evidence, search and seizure, and court proceedings related to the presentation and management of evidence.
- Skill to:
 1. Provide timely, effective and efficient customer service to citizens, department members, and external stakeholders;
 2. Research, investigate, evaluate, and develop supportable theories based on digital evidence;
 3. Establish and maintain credibility with professional contacts with internal and external stakeholders;
 4. Access and operate electronic devices representing multiple platforms, hardware, and software to extract and analyze digital forensic data; and
 5. Interact patiently with individuals who may have little or no technical experience and knowledge of the services provided.
- Ability to:
 1. Participate in formal presentations, conduct formal meetings, and clearly explain technical and complex information;
 2. Develop procedures and methodologies to accomplish job responsibilities;
 3. Provide credible and well-reasoned evaluation of digital forensic evidence;
 4. Establish and maintain effective working relationships with all internal and external agency customers and personnel;
 5. Render credible testimony in judicial and administrative proceedings
 6. Communicate effectively both verbally and in writing; and

7. Perform all job duties in a manner that is consistent with the City of Denton's mission to be a leader among cities in delivering outstanding quality services and products through citizen involvement, innovation, and efficient use of resources.

Conditions of Employment:

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver license and state required minimum automobile liability insurance within 90 days of hire per state law).
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check.
- Must meet the Denton Police Department's Civilian Hiring Standards
 1. Due to the confidential nature of this position and its access to highly sensitive records and information an extensive background investigation will be conducted on those who are being considered for this position. Successful completion of this background investigation will be required to be eligible to advance in the recruitment process.
 2. The background investigation will include a review of an applicant's criminal, driving, employment, and educational records. The background investigation will also include a credit check and verification of character references being conducted. Applicants who are selected as finalists will be required to complete a Personal History Statement packet. Incomplete packets will preclude the applicant from being considered for this position.
- Must pass a polygraph and psychological examination.
- Must be able to work overtime when requested.
- Must be available for call-out when requested.

Preferences:

- Bilingual in Spanish and English
- Certified Forensics Computer Examiner (CFCE), Certified Computer Examiner (CCE), Mobile Forensics Certified Examiner (MFCE) credentials or comparable certification(s).

Environmental Factors and Conditions/Physical Requirements

Physical Requirements:

Overall Strength Demands: The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

E = extensive (100-70%)
 M = moderate (60-30%)
 I = infrequent (20-10%)
 A = almost never (<10%)

Task: Code:

1. Standing:M
2. Sitting:M
3. Walking: M

4. Lifting: M
5. Carrying: M
6. Pushing/Pulling: I
7. Overhead Work: I
8. Fine Dexterity: M
9. Kneeling: I
10. Crouching: I
11. Crawling: I
12. Bending: I
13. Twisting: I
14. Climbing: I
15. Balancing: I
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of computers, electronic devices representing multiple platforms, hardware, software and telephones.

Environmental Factors:

The essential functions of this position are performed primarily in an office and laboratory setting. When travelling between work locations or in the field, the position may be exposed to inclement weather and temperature extremes.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Agency

City of Denton

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Phone

(940) 349-8340

Website

<http://www.cityofdenton.com>

Digital Forensics Analyst Supplemental Questionnaire

***QUESTION 1**

Do you believe you meet the minimum qualifications as outlined in the job description?

- Yes
- No

***QUESTION 2**

Which best describes your highest completed level of education?

- High School Diploma or GED
- Associate Degree or Technical Certification

- Bachelor's Degree
- Master's Degree or higher
- None of the above

***QUESTION 3**

How many years of paid, professional experience do you have in a law enforcement position that required collection, testing or storage and tracking of forensic evidence?

- Less than 6 months
- 6 months to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years to less than 8 years
- 8 years to less than 9 years
- 9 years to less than 10 years
- 10 years or more

***QUESTION 4**

Do you have training or education in crime scene assessment, forensic evidence collection, property/evidence storage, or criminal science?

- Yes
- No

QUESTION 5

If you answered "yes" to question #3, briefly explain your training or education:

***QUESTION 6**

Do you currently have any of the following certifications?

- Certified Forensics Computer Examiner (CFCE)
- Certified Computer Examiner (CCE)
- Mobile Forensics Certified Examiner (MFCE)
- Other related certification
- None of the above

QUESTION 7

If you selected "other" for question #5, please explain:

***QUESTION 8**

Are you bilingual in Spanish and English?

- Yes

No

* Required Question