

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## COMPUTER FORENSIC TECHNOLOGIST

<b>JOB CODE: 30035</b>	<b>PAY GRADE: 11</b>	<b>PAY RANGE: \$36,000 - \$57,600</b>
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### GENERAL DESCRIPTION

Under the general supervision of a Crimes Against Persons Supervisor, or designee, performs technical work of average difficulty. Work involves intake, documentation, pre-examination preparation, imaging and device assembly of digital forensic evidence. Duties are accomplished with a degree of independence and at a level of responsibility where the member must exercise good judgment and individual initiative in the performance of assigned duties. A variety of clerical and equipment maintenance tasks are performed in connection with this position. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide all levels of customer support over the phone and in person;
- Receive, document, image, preserve, archive, and control forensic digital multimedia evidence and records;
- Disassemble and assemble electronic devices, i.e., cellular phones, digital cameras, computers, flash drives, memory cards or covert digital equipment;
- Logical extraction of cell phones;
- Gather documentation and prepare video and other forensic digital multimedia evidence for investigators, courtroom and trial presentation;
- Maintain digital evidence lab supply inventory;
- Safeguard evidence is properly logged in and out of digital evidence lab;
- Analyze video, audio and other forensic digital media evidence using a variety of computer software and related hardware systems; the review of said pictures and/or videos can include imagery that is offensive;
- Update and maintain Computer Forensic database;
- Utilize computer to compile, analyze, research and disseminate data;
- Collect, compile, maintain and present statistical data;
- Participates in Sheriff's Office recruitment and community relations activities as directed

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- High school diploma or G.E.D.
- Completion of certification program in Information Technology, Computer Science, Computer Technology or related field OR
- Three (3) years' technical experience in video, photography, computer science, and evidence handling
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures and policies;
- Knowledge of forensic video, audio and digital evidence analysis methods and related hardware and software systems
- Knowledge of and competency in computer science
- Ability to understand and carry out oral and written instructions
- Ability to express oneself clearly, concisely and effectively both orally and in writing
- Skills in performing simple clerical procedures and practices
- Knowledge of regulations and procedures of the Pinellas County Sheriff's Office
- Time management
- Communication and interpersonal skills to effectively communicate both orally and in writing
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Maintain correctable to 20/20 vision
- Identify and differentiate colors
- Sit up to 8 hours per day
- Stand up 3 hours per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Frequently reach
- Occasionally bend, squat, climb, kneel, or twist