

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Forensic Computer Specialist	<u>SERIES NUMBER</u> 6716AG
	<u>MAJOR AGENCIES</u> Attorney General Only	<u>EFFECTIVE</u> 07/01/10
<u>SERIES PURPOSE</u> The purpose of the forensic computer specialist occupation is to perform highly specialized forensic analysis of seized evidence and generate reports of findings for use in the prosecution of criminal offenses. Incumbents independently develop and utilize specialized tools and procedures to collect, preserve and forensically examine computer related evidence and assist investigators in field investigations as assigned. Note: Class developed exclusively for use by Office of Attorney General.		

CLASS TITLE
Forensic Computer Specialist

CLASS NUMBER
67162AG

EFFECTIVE
07/01/10

CLASS CONCEPT

The class works under direction & requires thorough knowledge of information technologies & computer hardware & software in order to independently develop & utilize specialized tools & procedures to collect, preserve & forensically examine computer related evidence.

JOB TITLE

Forensic Computer Specialist

CLASS NUMBER

67162AG

B. U.

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EFFECTIVE DATE:

07/01/10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently develops & utilizes specialized tools (e.g., portable forensic workstations; first responder imaging & examination disks; evidence acquisition devices; automated floppy diskette reader & procedures to collect, preserve & forensically examine (e.g., prepares duplicate images backup copies; recovers deleted &/or corrupted files; recovers password protected &/or encrypted files; recovers hidden data; traces internet & network communications), computer related evidence of criminal offenses (e.g., homicides & assaults, rape, gross sexual imposition, corruption of minor, disseminating matter harmful to juveniles, pandering sexually oriented matter involving minor(s) & illegal use of minor in nudity-oriented material or performance, aggravated arson, burglary cases, illegal access to hospital files, wire tapping of citizens by law enforcement personnel, illegal traffic/access into military establishments, money laundering, theft & fraud & counterfeiting) in accordance with established & validated forensic principles, develops & implements policies & procedures relating to seizure & examination of evidence from computer systems, reviews & updates policies & procedures on regular basis in order to ensure policies support new computer technology, makes procedural suggestions to & reviews procedural suggestions received from other law enforcement jurisdictions statewide, researches & implements tools which image drives (i.e., of original computer evidence) prior to examination & provides training to law enforcement agencies statewide, assists investigators in preparation for seizure of computer evidence related to criminal activity, accompanies & assists investigators in field investigations as assigned, conducts interviews with investigators, victims & other informed persons to ascertain facts pertinent to criminal case, determines best forensic analysis strategy, prepares reports of findings for presentation in criminal case proceedings & testifies as required, confers with prosecuting attorneys, receives, maintains & releases evidence in accordance with agency handling procedures & assures security of seized evidence.

Tests computer program according to procedural specifications; designs, configures & maintains complex computer hardware for use during case work & program development; evidence acquisition & analysis; resolves complex technical issues involving equipment connectivity & communications between suspect system & forensic equipment; identifies, researches & evaluates computer equipment & software; drafts & follows up on purchase order requests; collects information from investigators &/or prosecutors; provides assistance to federal, state & local law enforcement agencies in matters involving computer related crime & forensics.

Attends seminars & classes for training in specialized forensic software applications, forensic analysis techniques & other specialized areas; participates in professional networking forums; executes verification tests of forensic software & methods to independently validate functionality; trains investigators, law enforcement officials in specialty areas of computer related crime & forensic techniques

MAJOR WORKER CHARACTERISTICS

Knowledge of computer systems & technology; interviewing*; human relations*. Skill in operation & configuration of personal computer systems & peripheral equipment. Ability to deal with many variables & determine specific action; analyze, collate & classify information; resolve technical issues involving many variables; handle sensitive inquiries from & contacts with other law enforcement agencies & general public; demonstrate dexterity to move fingers & limbs to easily perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in computer information sciences, information systems, computer science or related technology discipline (e.g., systems administration; network security; internet protocol); 160 hours trg. specific to computer forensic science &/or security.

-Or 36 mos. exp. in computer forensic processing or related specialty area (e.g., systems administration; network security; internet protocol).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS: May require travel.