

FORENSIC INVESTIGATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is highly sensitive, complex, and confidential work primarily involving responsibility for providing advice to the Rockland County Sheriff regarding computer crime investigations and for conducting computer forensic investigations including those pertaining to child pornography, financial fraud, terrorism, counterfeiting, theft of intellectual property, etc. The work also involves responsibility for the development of technical courses related to computer crime and the collection of electronic evidence. The work is distinguished from that of the Confidential Investigator (Computer Crimes) primarily by the responsibility for the most complex computer investigations, independent decisions, and judgment. The work is performed under the direction of a Lieutenant and the Sheriff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts computer forensic investigations of technology-related crimes, electronic intrusions, fraud, theft of intellectual property, copyright infringement, counterfeiting, terrorism, criminal Internet usage, pedophilia, etc.;

Participates in diverse joint forensic investigations with the U.S. Secret Service, U.S. Customs, Federal Bureau of Investigation, U.S., Department of Defense, New York State Office of the Attorney General, and the U.S. Post Office;

Completes complex analyses of cell phone data and usage;

Decrypts locked cell phones and passwords, as needed for criminal investigations;

Performs forensic analyses computer evidence seized by Rockland County law enforcement agencies, and of electronic evidence such as computer networks, routers, thumb drives, and disk drives, using state-of-the-art operating systems (e.g., Linux and Unix);

Performs Global Positioning System (GPS) media recovery by acquiring, examining, and analyzing GPS data, mobile devices, tracking devices, etc.;

Discusses computer crime investigations with the Sheriff in order to provide information and recommend policies and procedures regarding forensic investigations and related matters;

Prepares reports on evidence and data and other reports, as assigned;

Identifies similarities among crimes, offenders, suspects and victims and provides input to the Sheriff;

Coordinates the gathering and sharing of data with other law enforcement agencies and other segments of the criminal justice community;

Develops information and provides lectures to government and professional organizations (e.g., U.S. Department of Justice Federal Law Enforcement Training Center, U.S. Secret Service, U.S. Customs ICE, Port Authority of New York and New Jersey, Rockland County Bar Association, Rockland County Detectives Association, New York State Crime Prevention Coalition, etc.);

Prepares a variety of studies, reports and related information;

Recovers and enhances audio and digital evidence;

May identify emerging or existing crime problems and patterns;

May testify in court regarding information recovered during computer investigations.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and techniques of computer forensic investigations; thorough knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of the criminal justice system and criminal behavior, as it pertains to computer crime; good knowledge of decryption methods, as they pertain to locked cell phones, passwords, and computer data; ability to collect, analyze and evaluate data as it pertains to computer crimes; ability to understand and interpret written material; ability to organize material and prepare effective narrative reports; ability to communicate effectively, both orally and in writing; ability to operate a personal computer and utilize standard office software programs (e.g. word processing, spreadsheet and databases); ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Forensics, Cyber Security, Criminal Justice, Criminology, or comparable curriculum, and four (4) years of technical and/or professional experience in computer forensic investigations.

NOTES:

1. A Master's degree in Computer Forensics, Cyber Security, Criminal Justice, Criminology, or comparable curriculum may be substituted for one (1) year of the required experience.
2. Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis, up to four (4) years.
3. Thirty (30) credits in Computer Forensic courses (including Computer Forensic certification programs), or comparable curriculum, may be substituted for the Bachelor's degree.

SPECIAL REQUIREMENT:

Must have at least two (2) of the following certifications: Computer Forensic Certified Examiner (CFCE), Seized Computer Evidence Recovery Specialist (SCERS), Certified Fraud Examiner (CFE), Encase Certified Examiner (EnCE).