Computer Forensics Examiner I

**Salary**

$57,220.00 - $71,445.00 Annually

**Location**

Towson, MD

**Job Type**

MERIT

**Department**

POLICE

**Job Number**

10.532 7-19

* [**DESCRIPTION**](https://www.governmentjobs.com/careers/baltimorecounty/jobs/2503180/computer-forensics-examiner-i?keywords=Forensics&pagetype=jobOpportunitiesJobs#details-info)
* [**BENEFITS**](https://www.governmentjobs.com/careers/baltimorecounty/jobs/2503180/computer-forensics-examiner-i?keywords=Forensics&pagetype=jobOpportunitiesJobs#details-benefits)
* [**QUESTIONS**](https://www.governmentjobs.com/careers/baltimorecounty/jobs/2503180/computer-forensics-examiner-i?keywords=Forensics&pagetype=jobOpportunitiesJobs#details-questions)

Pay Schedule I, Grade 29, Regular Schedule:  35 hours per week

A vacancy exists in the Police Department, Bureau of Administrative and Technical Services.

A list of eligible applicants will be established based on the examination as outlined below.  
  
Current and future vacancies occurring within this class may be filled from the list of eligible applicants.

All interested **transfer** and **promotional** candidates must apply at this time.

List all **promotions**and changes in job duties due to **reclassification** as separate work experiences on your application.  You must include the dates of the promotions and reclassification.

**NOTE:**Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered.  A resume will not be considered in determining your qualifications for a position.  Applicants selected for an interview may provide a resume at that time.  
  
You can attach your transcript(s) or license(s) to your application.

Failure to submit proof of **Licenses, Certifications and Education**will result in your application not being considered.  Proof of licenses, certifications, and/or education must be submitted with each application.

**Examples of Duties**

Under general supervision, processes, examines and analyzes computer hardware, software, electronically stored data and other computer-related evidentiary materials pertaining to law enforcement investigations.

* Prepares and presents reports of findings, provides expert testimony, and performs a variety of crime laboratory duties.
* Conducts thorough examinations of computer hard disk drives, and other electronic data storage media.
* Preserves and copies the original media.
* Prevents the transference of viruses, destructive programs, and inadvertent writes to and from the original media.
* Restores recoverable deleted files.
* Accesses password-protected and secured files.
* Uses forensic software applications to analyze electronic media.
* Examines the contents of a computer's CMOS.
* Examines boot record data, system configuration, and operation command files.
* Verifies the correctness of the computer's internal clock.
* Physically disassembles and examines computers and related hardware components.
* Identifies evidence of computer crimes such as the theft and sabotage of data; unlawful access of data and systems; fraudulent use of bank, credit, and telecommunications accounts; and the trafficking of pornography.
* Examines and analyzes text, graphics, multimedia, and digital images.
* Labels and secures evidence.
* Prepares and presents reports of examinations and findings.
* Works with prosecutors and others to prepare cases for trial.
* Provides expert opinion testimony in courts.
* Trains and instructs other employees.
* Provides advice and guidance regarding computer crimes.
* Gives presentations to community groups.

**Examples of Other Duties**  
Attends and participates in seminars and conferences. Performs other related duties as required.  
  
(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform all of the essential job functions listed.)

**Qualifications**

Possession of a bachelor's degree in computer science, information technology, or a related field  
  
**PLUS**  
  
at least two years of experience in computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems.   
  
Additional experience may be substituted on a year-for-year basis for the required education.  
  
Education beyond a bachelor's degree may be substituted on a year-for-year basis for the required experience.

**Licenses and Certificates**

Possession of a valid driver's license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment.  All licenses and certifications must be maintained throughout employment. 

**Character Requirements**

All applicants must be of good moral character and emotionally stable, as determined by a comprehensive background investigation, polygraph examination, and drug test. Employees are subject to periodic drug testing.

**Proof of Education, Licenses and Certificates**

Applicants are required to submit proof of education beyond high school to meet the required qualifications for this job.  Diplomas or transcripts must show the applicant's major field of study.  Copies and unofficial transcripts are acceptable.  Proof of licenses, certifications, and/or education **must** be submitted with each application.

**Proof of Degree Equivalency**  
Applicants who have obtained a degree outside the United States of America are required to submit degree equivalency documentation from the World Education Services, Inc. (www.wes.org)  
  
Mail or deliver documents to:   
ATTN: Computer Forensic Examiner I  
Office of Human Resources  
308 Allegheny Avenue  
Towson, MD  21204   
  
You can attach your transcript(s) or license(s) to your application.  
  
**Preferred Qualifications**  
**At least two years of work experience in computer forensics or computer systems analysis.  Forensic experience using the following techniques and tools - write blockers, Encase, FTK, X-Ways, Cellebrite, XRY.**

**EXAMINATION PROCEDURE**

Applicants will be qualified based on an evaluation of their training and experience, as stated on their application, which includes answers to the supplemental questions.  Applicants must  state the dates and duties of past and present experience clearly and completely for evaluation.

**Conditions of Employment**

Employees in this classification may be assigned to a work shift which includes nights, evenings, weekend, and/or holidays. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed.  
  
Applicants appointed to this position are required to provide a DNA sample.  
  
**Physical and Environmental Conditions**

The duties of this classification requires walking and standing, moderate lifting and carrying of equipment and evidence, and travel between work sites.

**Medical Examination and Employment Background Investigation**

Applicants selected for an appointment to a position in Baltimore County must successfully complete a physical examination and drug screen and an employment background investigation, including, but not limited to a criminal background, and fingerprint check.

**Agency**

Baltimore County

**Address**

308 Allegheny Avenue  
  
Towson, Maryland, 21204

**Phone**

410-887-3135

**Website**

[http://www.baltimorecountymd.gov](http://www.baltimorecountymd.gov/)

**Employment Benefits for Full-Time, Merit or Classified Employees**  
  
Baltimore County General Government offers the following benefits to full-time,merit or classified employees. Some benefits vary for sworn employees of the Police and Fire Departments. New employees are eligible for benefits upon hire, unless noted otherwise.  
  
**Equal Opportunity Employer**  
Baltimore County is an equal opportunity employer and encourages minority, female and disabled applicants.  
  
**Smoke free workplace**  
All Baltimore County offices are smoke free.  
  
**Drug free workplace**  
Baltimore County provides a drug free workplace. Prospective employees are required to submit to urinalysis drug testing as part of the pre-employment physical examination.  
  
**Salary**  
  
**Annual Salary review** - Step increases may be granted on anniversary date based on satisfactory job performance  
**General Increases** - Cost of living increases and adjustments may be granted as legislated.  
**Longevity Increases** -  In accordance with the specific pay schedule, a full-time merit or classified employee may receive a longevity increase, equivalent to one step, upon completion of a certain number of years of classified service with the County.  
  
**Employee Assistance Program**  
Our Employee Assistance Program provides confidential and professional assessment and referral assistance for employees and eligible dependents in the household who are experiencing personal problems that may be affecting work performance, job satisfaction, or overall quality of life.  
  
**Health Insurance**  
Health Insurance benefits elected become effective the first day of the month following the date of hire if the employee has completed online enrollment prior to that date. New employees must enroll within thirty (30) calendar days of hire.  Plans offered include:  
  
Medical, Prescription, Dental and Vision insurance.  
  
**Flexible Spending Accounts**  
Opportunity to set aside pre-tax dollars, through payroll deduction, for eligible unreimbursed medical care expenses and/or dependent care costs.  
  
**Life Insurance**  
Employees may elect basic term life insurance for themselves equal to one time the employee's annual salary, rounded to the next higher $1,000. Employees contribute a portion of the premium through monthly payroll deductions.  The County also offers an Additional/Employee paid Life Insurance plan with coverage up to $100,000.  
  
**Retirement**  
Full-time civilian employees must join the Employment Retirement System (ERS) within sixty days of hire as a condition of employment.  Part-time civilian employees can waive enrollment for up to sixty days, then may join or waive permanently.  Newly hired employees at least 55 years of age may opt not to join the ERS.   
  
**Paid Leave**  
Paid benefits listed below vary depending upon the Classification.  
  
**Sick Leave**  
**Vacation Leave**  
**Personal Leave**  
**Holidays**  
**Bereavement Leave**  
**Jury Leave**  
**Military Leave**  
  
**Baltimore County Employees Federal Credit Union**  
Membership in Baltimore County Employees Federal Credit Union offers a full range of savings programs, loans, checking, direct deposit, payroll deduction, savings bonds, and other financial services.  
  
**Direct Deposit**  
Payroll through direct deposit to the financial institution selected by employee is required.  
  
**Educational Assistance**  
70 to 80 percent tuition reimbursement following successful completion of pre-approved courses related to position. Amount of reimbursement and fiscal year dollar limitations vary with bargaining group.  
  
**Deferred Compensation**  
Nationwide Retirement Solutions offers a 457 retirement plan allowing for payroll contributions of tax deferred dollars to investment options of your choice.  
  
**Disclaimer**  
This is only a summary of benefits and policies in Baltimore County. Any benefit or policy may be changed at any time at the discretion of the administration. This summary does not constitute an express or implied contract, nor does it constitute a guarantee that your employment relationship will continue for any specified period of time or end only under certain conditions.

**Instructions** The purpose of the supplemental questions listed below is to further evaluate your experience and education to determine your eligibility for this job classification. Answer each question accurately and thoroughly. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the **Work History** section of this application. If you cite experience in your response that is not included on the Work History section of this application, your application may be considered incomplete and you may not receive further consideration for this position. Questions with text answers require you to include the name of the employer/organization and dates of the specific experience.

* I have read and understand the above instructions.

02

Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered. **A resume will not be considered**in determining your qualifications for this position. Applicants selected for an interview may provide a resume at that time.

* I have read and acknowledge the above statement.

03

**Driver's License** Select the type of driver's license you currently hold. Be sure you have provided your driver's license number, class and state in the previous section of this application.

* Commercial Driver's License equivalent to commercial, Class A Maryland Driver's License.
* Commercial Driver's License equivalent to commercial, Class B Maryland Driver's License.
* Commerical Driver's License equivalent to a Commercial Class C Maryland Driver's License with a Passenger Endorsement.
* Non-Commercial Driver's License equivalent to a non-commercial, Class C Maryland Driver's License.
* Provisional Non-Commercial Driver's License equivalent to a Provisional Non-Commercial, Class C Maryland Driver's License.
* Driver's License Learners Permit
* I do not have a driver's license.

04

Which of the following best describes your combination of education and experience?

* Master's degree in computer science, information technology or a related field
* Bachelor's degree in computer science, information technology, or a related field, plus at least two years of experience in computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems
* AA degree in computer science, information technology plus at least four years' experience in computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems
* High school or an appropriate equivalent plus at least six years' experience in computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems
* I do not possess any of the above combinations of education and experience

05

If you do not possess a bachelor's or master's degree in one of the required subject areas and are substituting experience in computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems to meet the required qualifications as cited in your response to question #4, provide your job title, the name of the employer for whom you do or did this work, and state the beginning and ending dates of your experience, using a month/year format. This work experience, including a detailed description of your job duties, must be included in the work experience section of your application. Failure to list job duties related to computer forensics, computer systems analysis, and/or the operation, maintenance and repair of computer systems will result in your application not being further processed.

06

Do you have **WORK** experience with forensic techniques used to access, recover, image, validate, and preserve electronically stored data files?

* yes
* no

07

If you answered "yes" to the above question, provide your job title, the name of the employer for whom you do or did perform this work, and state the beginning and ending dates of your experience, using a month/year format. If you answered "no" in the previous question, respond by entering N/A in the space below.

08

Do you have **WORK** experience identifying evidence of computer crimes such as theft and sabotage of data, unlawful access of data and systems, fradulent use of bank, credit, and telecommunications accounts or pornography trafficking?

* yes
* no

09

Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. Be certain that this experience is also described, in detail, on the Work Experience section of this application. If you answered "no" in the previous question, respond by entering N/A in the space below.

10

Do you have **WORK** experience performing any of the following activities? Check all that apply.

* Collects digital evidence from computer hard disk drives.
* Examines evidence taken from computer hards disk drives.
* Collects digital evidence from mobile devices such as cell phones, tablets and GPS.
* Examines evidence taken from mobile devices such as cell phones, tablets and GPS.
* Collects digital evidence from other electronic data storage media.
* Examines evidence from other electronic data storage media.
* none of the above

11

Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. If you answered "None of the above" in the previous question, respond by entering N/A in the space below.

12

Do you hold any computer forensic or information technology certifications?

* yes
* no

13

If you answered "Yes" to the previous question, select the certification(s) that you currently possess. Check all that apply.

* CFCE (Certified Forensic Computer Examiner)
* CCE (Certified Computer Examiner)
* GIAC/GCFA(Global Information Assurance Certification/GIAC Certified Forensic Analyst
* DFCP (Digital Forensic Certified Practitioner)
* EnCE (EnCase Certified Examiner)
* ACE (AccessData Certified Examiner)
* Other
* Not applicable

14

Do you have **WORK** experience as or have you held a position as a computer forensic examiner, digital forensic analyst, or a similar position?

* yes
* no

15

Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. If you chose "no" in the previous question, respond by entering N/A in the space below.

16

Select the Forensic techniques and tools with which you have at least two years' **WORK** experience.

* write blockers
* Encase
* FTK
* X-Ways
* Cellebrite
* XRY
* I do not have any of the experience listed above.

17

Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. Be certain that this experience is also described, in detail, on the Work History/Experience section of this application. If you chose "I do not have any experience listed above" in the previous question, respond by entering N/A in the space below.

18

Do you have two years **WORK** experience in Forensics, using the following techniques and tools - write blockers, EnCase, FTK, X-Ways, Cellebrite, XRY.

* yes
* no

19

Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. Be certain that this experience is also described, in detail, on the Work History/Experience section of this application. If you chose "no" in the previous question, respond by entering N/A in the space below.

20

This position works in the crime lab which requires applicants to provide a DNA sample at time of appointment. Would you be willing and able to accept this condition of employment?

* yes
* no

21

All applicants must be of good moral character and emotionally stable, as determined by a comprehensive background investigation, polygraph examination, and drug test. Are you willing and able to accept this condition of employment?

* yes
* no

22

Are you willing and able to submit to periodic drug testing?

* yes
* no

23

Persons appointed to a position in this classification may work nights, evenings, weekends, and/or holidays, are subject to call to duty in emergencies, and may be required to work overtime as needed. Would you be willing and able to accept this condition of employment?

* yes
* no

24

Are you currently a merit (full-time), non-merit (part-time), or temporary employee of the Baltimore County General Government? Employees of Baltimore County Public Schools, Baltimore County Public Library, Baltimore County's court systems or Baltimore County Community College and employees of temporary services used by the County are not considered employees of the Baltimore County General Government.

* yes
* no

25

I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit www.governmentjobs.com, click on the "career seekers" link, and then follow the prompts.

* yes

26

**The position you are applying for requires proof of education and/or licenses beyond high school in order to qualify. You must submit this proof as instructed on the job posting. If you do not submit your transcript(s) or license(s) your application will not be considered further.**

* I have read and acknowledge the above instructions.

27

**Proof of licenses, certifications, and/or education must be submitted with each application.**

* I have read and acknowledge the above statement.

 Required Question