



**BALTIMORE COUNTY**  
Office of Human Resources  
308 Allegheny Avenue  
Towson, MD 21204

<http://www.baltimorecountymd.gov>

Is accepting applications for the position of:

**Computer Forensics Examiner I**

*An Equal Opportunity Employer*

**SALARY**

\$28.88 - \$35.90 Hourly    \$52,560.00 - \$65,335.00 Annually

**OPENING DATE:** 07/29/19

**CLOSING DATE:** Continuous

**THE POSITION**

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](http://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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.baltimorecountymd.gov>

OR

308 Allegheny Avenue,  
 Towson, MD 21204

EXAM #10.532 7-19  
 COMPUTER FORENSICS EXAMINER I  
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## **Computer Forensics Examiner I Supplemental Questionnaire**

- \* 1. **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.
- \* 2. 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.

- \* 3. **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.
  - Commercial 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.
- \* 4. 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
- \* 5. 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.
- \* 6. Do you have **WORK** experience with forensic techniques used to access, recover, image, validate, and preserve electronically stored data files?
- yes
  - no
- \* 7. 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.
- \* 8. Do you have **WORK** experience identifying evidence of computer crimes such as theft and sabotage of data, unlawful access of data and systems, fraudulent use of bank, credit, and telecommunications accounts or pornography trafficking?
- yes
  - no
- \* 9. 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 hard 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](http://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