The State of New Hampshire, Department of Safety, Division of State Police/Forensics Lab has a full time vacancy for CRIMINALIST II (Criminalist - Digital Evidence).

SCOPE OF WORK: Conducts detailed digital forensic and video analyses on items of evidence that may contain or conceal electronic evidence used in the commission or as an instrument of a crime, specific to the Digital Evidence Unit in connection with criminal investigations and testifies as an expert witness in criminal trials.

ACCOUNTABILITIES:
Performs scientific analyses specific to the area of digital forensics and video analysis in the Forensic Laboratory to process evidence relating to criminal investigations. Preserves and recovers digital evidence from computer systems, associated media, mobile devices, vehicles, and surveillance cameras.

Operates, installs, supports and maintains complex networking systems and storage area networks used in the investigation of high tech crime.

Compiles analytical results and writes technical reports with detailed findings for submittal to agencies to introduce into evidence at criminal trials. Testifies to these findings as an expert witness in depositions and criminal trials and prepares court exhibits for presentation at trial.

Researches and evaluates the applicability of new systems, methods, and instrumentation to the forensic needs in the area of digital forensics and/or video analysis. May be involved in the validation of new analytical techniques.

Communicates verbally and in writing with attorneys and police investigators concerning a wide range of subjects applicable to the capabilities, services and requirements of the Forensic Laboratory’s Digital Evidence Unit.

Utilizes a thorough knowledge of the rules, regulations, procedures and laws as a means of providing consistent, quality processing and guidance within the Forensic Laboratory’s Digital Evidence Unit.
Trains and instructs laboratory subordinates and police personnel in proper procedures of evidence examination, collection, preservation and legal chain of custody.

Performs administrative and technical reviews of other unit members' casework.

MINIMUM QUALIFICATIONS:

**Education:** Possession of a Master’s degree from a recognized college or university with major study in chemistry, biological sciences, or forensic science. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years’ experience in chemistry, biological sciences or forensic laboratory duties. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Must possess a valid driver’s license.

**PREFERRED QUALIFICATIONS:** Certified Forensic Computer Examiner (CFCE) from the International Association of Computer Investigative Specialist (IACIS). Experience in the forensic examination of Digital Evidence within an accredited laboratory and/or experience with information technology, information security, digital imaging or computer science employment.

**SPECIAL REQUIREMENTS:**
1. Must be able to pass a comprehensive background check in addition to a fingerprint-based criminal background check and motor vehicle record check.
2. Must be able to achieve and maintain documented competency in the appropriate specialty area as required by the ISO/IEC 17025 Standard, the process by which is established in the New Hampshire State Police Forensic Laboratory protocols.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information please contact Lise Swacha, Supervisor VI: Lise.Swacha@dos.nh.gov, 603-223-8341.
EXTERNAL APPLICATION INSTRUCTIONS

Please follow the below steps to create your profile. Doing so allows you to be able to apply to additional State of New Hampshire opportunities instantly.

The Department of Safety does not accept paper applications or resumes. We are paperless and you must apply online to be considered for a position.

If you need an accommodation due to a physical or mental impairment, please send an email with the subject “Apply Online-ADA” to hrmedical@dos.nh.gov or call the HR Director at 603-223-8056.

1. Go to www.nh.gov
2. Click on the top bar labeled Online Services
3. Click State Employment
4. First Time Applicants: Click Login and Register for New Users
   - New User: Create an account to get started on your talent profile.
   - If you cannot remember your password, click ‘forgot your password?’ and follow prompts
     1. Attempting to log in too many times will lock you out.
5. Returning Applicants: Click Login if you already have a UserID and Password
   - Email Address
   - Password
   - Forgot your password?
   - Login
   - Cancel
   - You can manually enter your information (work experience, education, etc.)
   - Or you can upload your resume and it will populate the information to your profile
     - You will need to go through to make sure everything is aligned.
6. Follow the Steps to fill in Basic Information; Security Questions; Create Profile
7. Click on My profile ➔ Job Listings ➔ My Profile ➔ My Saved Jobs ➔ My Applications
8. Make sure Contact Information is correct and up to date
   - If any changes need to be made, click on the pencil ➔
• Make the changes and click Save

9. Go to Employment ➔

• Please note that if you upload your resume – it will populate the information
  ▪ Please make sure to go through and verify the information is inputted correctly with start
    and end dates and the amount of hours of each position held.
  ▪ You can edit information by clicking the pencil in the upper right hand corner of the work
    experience ➔

10. Click Add Position button on the top ➔

• Fill out your information completely as this assists us in the certification process
• List current employment history as well as all previous employment
  ▪ Please include as much information/details as possible along with hours worked per week
• Click Add for your entry ➔
  ▪ Continue to do this for all work experience

11. Follow the same process for the Education Section, if applicable ➔

   PLEASE MAKE SURE TO SCAN AND ATTACH ANY OFFICIAL, COLLEGE TRANSCRIPTS!!
   Your degree will not be considered without the transcript.

12. Fill out any other information if it pertains to you

• Skills, Credentials, Achievements, Etc.

13. Attach any other attachments if applicable

• Cover letters, DD 214, Official Transcripts, Resume, Etc.
• Add attachment – please make sure your attachment will open
  ▪ PDF and word are usually the best format to use

14. Once you have completed your profile then go to Job Listings to submit your application.

• Click on the posting you would like to apply for
• Click Apply located at the top of the posting and follow the prompts.
  ▪ Review your profile and make sure attachments are attached appropriately.
• You must click on Submit in order to apply ➔
• Once submitted, you will get a generate email stating that we have received your application and it
  is under review for certification.

15. You can review your status under My Applications

Please note the Frequently Asked Questions button on the top of the NH State Jobs page.
There are detailed instructions for you to use here that will help you with the process.

Any questions, please email dosjobs@dos.nh.gov