The Alameda County Sheriff's Office

Invites Applications For

Forensic Computer Examiner I
Forensic Computer Examiner II

Alameda County Sheriff's Office

The Alameda County Sheriff's Office is a full service law enforcement agency accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the American Correctional Association (ACA). Additionally, the agency's health care provider, Prison Health Services, has dual accreditation through the National Commission on Correctional Health Care (NCCHC) and the California Medical Association (CMA). Together these form what is referred to as the "Triple Crown" of accreditation (ACA, NCCHC/CMA and CALEA) awarded by the National Sheriff's Association. Additionally, the Sheriff's Office Crime Lab is nationally accredited by the American Society of Crime Laboratory Directors (ASCLD). The Sheriff's Office Explosive Ordinance Disposal Unit has also been awarded national accreditation through the Bomb Squad Commanders Advisory Board.

The County of Alameda

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of $2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

The Sheriff's Office Crime Lab

The Sheriff's Office Criminalistics Laboratory is charged with overall responsibility for the analysis, evaluation, identification and interpretation of physical evidence by the application of the natural sciences to criminal investigations and legal matters. The goal of the Criminalistics Laboratory is to provide superior quality forensic science services to the Criminal Justice community in this Region in a safe, professional, effective, efficient and error-free manner.

The Position of Forensic Computer Examiner

For a detailed description of all the duties, benefits, and to apply, please see the announcement on-line at:

acgov.org/hrs

Forensic Computer Examiners are non-sworn employees of the Sheriff's Office who work in the Digital & Multimedia Evidence Unit of the Criminalistics Laboratory and investigate and analyze digital evidence by performing hardware, software and virtual analyses of digital evidence in the criminalistics laboratory and in the field. They process and analyze digital evidence including disassembly of computer hardware; forensic imaging of digital media; examination of data related to criminal offenses; recovery of data from cellular telephones; and perform related duties as required. The Forensic Computer Examiner will interpret the results of their findings to law enforcement officers/attorneys, prepare materials for presentation in court, appear as an expert witness, and perform other related duties.

The Position (continued)

The crime lab is recruiting for both levels of the Forensic Computer Examiner Series which is flexibly staffed (as you gain experience and complete the required training at the I level you will be expected to qualify for promotion to the II level without going through another civil service examination process).

The Forensic Computer Examiner I classification is the entry-level position in which the incumbent works under close supervision. Incumbents at this level will primarily handle routine cases and receive a substantial amount of on-the-job training, working closely with senior staff members in a tutorial atmosphere. After a two year probationary period at the one level the incumbent should have gained experience in acquiring, analyzing and reporting on digital evidence. Incumbents will also be required to attain certification as an EnCase Certified Examiner (EnCE) during this two year period in order to qualify for promotion to the Forensic Computer Examiner II. Employment may not be extended beyond two years if the incumbent has not met the requirements to promote to the Forensic Computer Examiner II.

Forensic Computer Examiner II is the journey-level classification working under direction. Incumbents work with a great degree of independence, and their work is usually checked only by review of written reports. In addition to their casework duties they will also be expected to assist in the training of new personnel in other classifications.

Compensation and Benefits

The annual salary range for each position is:
Forensic Computer Examiner I: $69,700.80 - $83,907.20
Forensic Computer Examiner II: $83,907.20 - $101,171.20

The County offers an attractive benefits program with the following elements:
  -Defined Benefit Retirement Plan
   covered by the 1937 Act
  -Health, Vision (not covered in all plans) and Dental
  -Life and Accident Insurance
  -Disability and Income Replacement Plan
  -Paid Vacation & Sick Leave accruals
  -Holidays
  -Deferred Compensation Plan
  - Dependent Care Assistance
  -Pre-tax parking and transit benefit
  -Savings Bonds
  -Employee Assistance Program

The Ideal Candidate

FORENSIC COMPUTER EXAMINER I: The ideal candidate for the entry-level position will possess the attributes below.

FORENSIC COMPUTER EXAMINER II: The ideal candidate for the journey level class will have a strong background in analyzing and performing forensic casework in the area of Forensic Computer analysis. In addition, the ideal candidate will possess the critical attributes listed below.

Critical Attributes For Success

· *Excels in technical knowledge and skill - keeps up with current developments and trends in the field of forensic computer analysis.*

· *Approaches change positively - Maintains effectiveness when experiencing major changes in work responsibilities or environment.*

· *Learns and assimilates job related information - Applies new job-related information in a timely manner.*

· *Identifies issues and develops solutions - Identifies and understands problems and opportunities; takes action that is consistent with available facts, constraints, and consequences.*

· *Operates with integrity - Interacts with others in a way that gives them confidence in one's intentions and those of the organization.*

· *Maintains focus under pressure - Exhibits stable performance under stress or opposition.*

· *Maintains an exceptional level of quality - Accomplishing tasks by considering all areas involved, accurately checks processes and tasks.*

 · *Communicates effectively - Clearly conveys information and ideas.*

Candidates who possess these attributes and meet the minimum qualifications of the position are encouraged to apply for each level of the Forensic Computer Examiner Series for which they are qualified.

Minimum Qualifications

Forensic Computer Examiner I:

Education: *(Two additional years of verifiable full time experience may be substituted for the Bachelor's degree)*. Possession of a Bachelor's degree in computer science, information technology, or a closely related field from an accredited college or university **AND**

Experience: The equivalent of one year of verifiable full time experience conducting forensic computer examinations and cellular phone data extractions for a public or private agency. A Master's Degree in computer science, information technology, or a closely related field from an accredited college or university may be substituted for the experience.

Forensic Computer Examiner II:

Education: *(Two additional years of verifiable full time experience may be substituted for the Bachelor's degree)*. Possession of a Bachelor's degree in computer science, information technology, or a closely related field from an accredited college or university **AND**

Experience: The equivalent of two years of verifiable full time experience conducting forensic computer examinations and cellular phone data extractions for a public or private agency **AND**

Certifications: All candidates and incumbents are required to possess and maintain on-going EnCase Certified Examiner (EnCE) certification. Certified Computer Examiner (CCE) and Certified Forensic Computer Examiner (CFCE) certifications are also desirable.

Special Requirements (for both levels):

1) License: Incumbents in this class must possess a valid California Motor Vehicle Operator's License.
2) A thorough background investigation will be performed on all prospective appointees.
3) Incumbents in this class must be able to work effectively in an environment in which they may encounter sensitive/confidential information and data that contains sexually explicit or disturbing content; including child pornography.
4) Incumbents in this class may be required to work day, evening, night and rotating shifts, including weekends and holidays and may be required to respond to crime scenes.
5) Incumbents must successfully complete annual proficiency testing in the area of computer forensics as required by ASCLD/LAB accreditation standards.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Application Process and Supplemental Questionnaires

Last day for filing an application: 5:00pm on 07/29/2013
Applicants must apply on-line at: www.acgov.org/hrs

Each applicant must apply for each position separately and complete the supplemental questionnaire specific to that position (Forensic Computer Examiner I and/or II). After an evaluation of applications and supplemental questionnaire responses, the candidates demonstrating the best qualifications for the position will be invited to an oral examination for further assessment (this assessment may include a situational exercise). Candidates may apply for both exams. A final selection will be made from the top candidates.

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be completed on-line by 5:00 p.m. on the last day for filing. **Paper applications are not accepted.** Failure to submit the Supplemental Questionnaire will result in disqualification. **Candidates can view the supplemental questionnaire for each position when they apply on-line at www.acgov.org/hrs.**

Additional Information

Should you have any additional questions regarding this position feel free to contact:

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Human Resource Services