City of Fort Worth, Texas
Job Description

Classification Title	Computer Forensic Examiner		
Job Code:	PR1330	**Job Family:**	Professional
Pay Grade	612	**Date Reviewed:**	07/06/15
FLSA Status	Exempt	**Date Revised:**	

GENERAL SUMMARY

Performs a variety of scientific analyses on various forms of digital and multi-media evidence. Interprets test results; forms conclusions; and testifies as an expert witness in court.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Maintains the highest level of objectivity in all forensic examinations and accurately present the facts involved.

2. Identifies, collects preserves and maintains the integrity of digital and multi-media evidence in the field or laboratory; examines evidence; documents description and condition of item; and ensures accuracy of information documented.

3. Documents and ensures a proper chain of custody is maintained on any piece of media the examiner may contact. Protects any evidence from deleterious change by following Best Practices in the field of digital and multi-media evidence.

4. Examines and analyzes the evidence in a case. Conducts examinations based upon established, validated principles.

5. Interprets examination results. Forms a basis for expert opinion for the purpose of providing factual conclusions relating to evidence collected in a criminal investigation; and advises and provides assistance to all forensic examiners, regardless of agency affiliation.

6. Maintains, reviews and implements extensive quality assurance measures; ensures quality of laboratory data; and performs maintenance and repair of laboratory equipment.

7. Prepares detailed reports on laboratory test results and examinations performed; and forms conclusions based on test results.

8. Confers and coordinates with detectives, outside agencies and prosecutors to provide technical assistance in the investigation and analysis of evidence.

9. Testifies in court as an expert witness. Presents laboratory findings; explains laboratory procedures; defends laboratory findings; and refutes or corroborates other expert testimony.

10. Assembles diagrams, charts, photographs and various other materials to support conclusion reached in laboratory testing.

11. Performs other related duties as required.

12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Computer systems, including variants of FAT, NTFS, HFS and EXT.
  - Multiple operating systems.
  - Various forensic software suites.
  - Evidence collection and preservation procedures.
  - Principles and procedures used to offer expert testimony in court.
  - Federal, State and local laws, codes and regulations pertaining to forensic science.
  - Policies, procedures, rules and regulations governing a forensic laboratory.
  - Operational methods and techniques of forensic laboratory equipment.
  - Principles and procedures of record keeping.
  - Principles of business letter writing and basic report preparation.
- **Skill in:**
  - Organization and time management.
  - Maintaining confidentiality.
  - Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Perform a variety of scientific analyses on digital and multi-media evidence to provide scientific consultation.
  - Pre-hash, image, and post-hash digital evidence to verify exact image of original evidence is made.
  - Determine proper testing techniques for each item of evidence.
  - Process evidence and perform analysis and examinations.
  - Prepare detailed reports on laboratory test results and examinations.
  - Testify in court as an expert witness.
  - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High School diploma or GED required. Applicant should be trained in the use of computer forensics tools from tool vendors, as well as training from vendor neutral organizations and five years of experience conducting forensic exams on digital and multi-media evidence in criminal matters.

OTHER REQUIREMENTS

Current vendor-neutral certification in computer forensics. (e.g., IACIS-CFCE, FLETC-SCERS, FBI-CART, BCERT, CCE, GCFA, etc.)

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.