

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

DIGITAL FORENSIC EVIDENCE EXAMINER

Sheriff's Office

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$23.13 PER HOUR

**APPLICATIONS WILL BE ACCEPTED UNTIL
THE POSITION IS FILLED**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Digital Forensic Evidence Examiner

Sheriff's Office

SD/22
Grade 16

JOB SUMMARY

This Digital Forensic Evidence Examiner is a certified law enforcement position responsible for data extraction, storage, and preservation of all digital evidence used in Sheriff's Office criminal investigations. This position requires problem solving, analytical and research skills. Strong communication, interpersonal, organizational, and time management skills are essential. Being certified or having the ability to become a certified digital forensic examiner capable of forensically examining mobile phones, hard drives running Windows, Macintosh, and Linux operating systems, DVRs, gaming systems, vehicles, drones, wearable devices, and CCTV video recordings among other systems is required as well as the ability to obtain and maintain an active security clearance.

MAJOR DUTIES

- Receives, records, labels, and stores digital property and evidence; follows chain-of-custody procedures; maintains strict inventory and records of all evidence processed.
- Remains on call to respond to crime scenes to collect, record, label, and transport digital evidence to designated locations.
- Extracts digital evidence from electronic devices such as iPhones, Androids, other cellular devices, dash cameras, computers, laptops, and any other type of files stored on any electronic devices to be used as evidence in criminal investigations.
- Testifies in court.
- Participates in regular and unannounced audits.
- Provides evidentiary copies of digital evidence to investigators, and prosecutors.
- Monitors all transactions of digital evidence.

- Provides technology advisory services to all Sheriff's Office staff.
- Performs other related duties as required or designated by the Investigations Captain.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of chain-of-custody procedures and laws.
- Knowledge of digital evidence storage and security principles and procedures.
- Knowledge of the criminal justice system.
- Knowledge of the preservation and documentation of digital evidence.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the collection, processing, and storage of digital evidence.
- Skill in the maintenance of digital files and records.
- Skill in interpersonal relations.
- Skill in the use of office equipment, including a computer, calculator, and office software applications.
- Skill in oral and written communication.
- Skill in use of NCIC terminal network.
- Ability to maintain confidential and sensitive material.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to deal tactfully and courteously with employees and the general public.

- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to manage stressful situations.
- Ability to operate photographic equipment.
- Ability to complete complex written reports.
- Ability to learn data acquisition, cell phone operation, mapping software, forensic software, external media collection/imaging/reporting, and legal issues with digital forensics.

SUPERVISORY CONTROLS

The Investigations Captain assigns work to the Digital Forensic Evidence Examiner in terms of general instructions. The Investigations Captain spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal law, Sheriff's Office policies and procedures, and Limestone County Commission policies and procedures. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, technical, and crime scene duties. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to collect, log, maintain, examine, and locate digital evidence to provide to investigators.

CONTACTS

Contacts are typically with department personnel, other county employees, business owners, citizens, suspects, inmates, juveniles, school staff, students, inmates, representatives of other law enforcement agencies, and members of the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Viewing items of digital biohazard evidentiary value, which may contain objectionable images and/or disturbing situations.
- The Remaining in a stationary position for extended periods of time at a keyboard or workstation. May be required to engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials of light weight from 5 to 50 pounds). May be required to work non-standard hours including nights, weekends, and holidays.
- Work is performed either in an office environment or in a variety of field and office settings and may require exposure to dangerous and life-threatening situations; willing to work any hour of the day or night (shift work), overtime, weekends on call and holidays; work at any location in Limestone County and travel in specific assignments.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Alabama Peace Officers Standards and Training Commission.
- Ability to attend and complete Law Enforcement Digital Forensic Examiner training and successfully pass testing.