



## OFFICE OF THE DISTRICT ATTORNEY

### Bronx County

*Darcel D. Clark – District Attorney*

### **JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Administrative Chief  
**FUNCTIONAL TITLE:** Principal Digital Forensic Examiner  
**TITLE CODE NO:** 10135  
**BUREAU/WORK UNIT:** Strategic Enforcement Division  
**WORK LOCATION:** 198 E. 161<sup>st</sup> Street

**LEVEL:** N/A  
**HIRING RATE:** TBD  
**SHIFT:** M-F 9-5\*  
**NUMBER OF POSITIONS:** 1

#### **JOB SUMMARY:**

The Digital Forensics Laboratory (which falls within the Strategic Enforcement and Intergovernmental Relations Division} provides support for the Bronx District Attorney's Office by forensically analyzing various types of digital evidence including mobile devices like smartphones and tablets, desktop and laptop computers, portable storage devices, as well as providing assistance in a variety of technology-related areas. Digital Forensic Examiners perform forensic analyses, document their process and findings, and testify in court.

Additionally, the Principal Digital Forensic Examiner will oversee the work of several Digital Forensic Examiners, perform administrative and technical review of their work, and oversee Lab operations and administration, including, but not limited to, laboratory protocols, equipment and software purchasing, and maintenance of quality management systems for Laboratory accreditation.

#### **ESSENTIAL FUNCTIONS:**

1. Perform forensic analyses of electronic devices including, but not limited to, mobile electronic devices like smartphones, tablets, GPS equipment, desktop and laptop computers, and hard drives and other portable storage devices.
2. Disassemble, configure, and troubleshoot computer hardware.
3. Testify to forensic process and findings in Grand Jury and Trial proceedings.
4. Supervise the daily work of several Digital Forensic Examiners, and provide administrative and technical supervision and review of their work product.
5. Oversee daily operation of the Digital Forensic Laboratory.
6. Ensure quality management system is effectively implemented, maintained, and in full compliance with ANAB accreditation requirements for forensic laboratories.
7. Perform other duties to support the needs of the Strategic Enforcement Division, including, but not limited to, visiting crime scenes, participation in the execution of search warrants involving digital evidence, and retrieval and forensic examination of video surveillance footage.

#### **JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to, the following:

Candidate should possess the knowledge of:

8. Rules, regulations, and guidelines of the Office of the District Attorney Bronx County.
9. Rules of evidence and best practices for protecting the integrity of evidence.
10. Court system and procedures.
11. Forensic methods and associated hardware and software to conduct examinations of digital storage devices.
12. Requirements to earn and maintain accreditation under ISO/IEC 17025 and the ANSI-ASQ National Accreditation Board (ANAB) Document 3028.
13. Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

The Skills and Abilities to:

14. Communicate clearly and effectively, both orally and in writing.
15. Manage the day-to-day business, administration, and technical operations of the laboratory.
16. Perform forensic examinations of digital storage devices.
17. Document technical processes, interpret and report results clearly, unambiguously, and objectively.
18. Direct, coordinate, mentor, instruct, and evaluate subordinates.
19. Prioritize cases and balance casework assignments to subordinates.
20. Analyze the facts of a case to ensure that a relevant examination is applied.

21. Formulate laboratory policies, procedures, and practices.
22. Apply problem solving techniques for internal and external complaints.
23. Make decisions, maintain composure, and take appropriate actions in a highly dynamic law enforcement environment.
24. Maintain records that meet legal and accreditation requirements.
25. Identify training needs and initiate training to establish competencies of examiners and maintaining skills.
26. Develop budgets for laboratory operations and to ensure adequate resources to support laboratory services.
27. Read and understand information and ideas presented in writing.

### **Management Requirements**

The Principal Digital Forensic Examiner shall:

28. Comply with statutes, laws, legal precedent, and scientific practices in providing technical services.
29. Direct the daily operations of the Digital Forensics Laboratory of the Office of the District Attorney Bronx County.
30. Provide for, implement, and support the Quality Management System and continually evaluate it for improvement as well as activities for earning and maintaining accreditation from ANAB or a similarly qualified accreditation body.
31. Design, maintain and update a functional laboratory organizational structure.
32. Plan and budget for staffing and technical resources to meet customer's requests.
33. Formulate, foster and publish laboratory goals and objectives, mission statement, and establish a commitment to support the Quality Management System, and continually evaluate it for improvement.
34. Formulate, implement, and update policies, procedures, and practices in accordance with industry best practices and accreditation requirements that strive for continuous improvement.
35. Direct forensic services, incident response and search warrant execution scene support, and evidence security.
36. Ensure correct and uniform application of scientific methodology throughout the laboratory.
37. Monitor the quality of technical services and performance of laboratory personnel.
38. Resolve issues identified during the technical review of technical service results.
39. Perform statistical monitoring of the laboratory service requests and production level.
40. Establish training objectives.
41. Develop laboratory contingency plans for continuing operations in the event of a major event.
42. Design and insure accurate record keeping procedures.
43. Work with customers, analytical staff and laboratory associates to advance operational efficiency, and to create an atmosphere for continuous improvement of services.
44. Coordinate and act as liaison with other law enforcement agencies, judiciary, and governmental entities that are stakeholders in the laboratory.
45. Maintain contact with stakeholders to educate them on the mission and vision of the laboratory.
46. Schedule and preside over annual management review of laboratory operations.

### **Technical Requirements**

The Principal Digital Forensic Examiner shall:

47. Maintain current knowledge of trends and developments in the technical application of methods.
48. Oversee the management and tracking of electronic evidence.
49. Identify, collect, preserve, acquire, and analyze data from digital storage devices using approved methods and forensic hardware and software.
50. Document forensic processes to a level of detail that the processes can be repeated by another similarly qualified examiner.
51. Issue reports on forensic examination of evidence.
52. Evaluate new forensic technologies.
53. Provide expert or fact testimony regarding results of laboratory examinations.
54. Conduct or oversees performance verification of forensic equipment and software.

### **PREFERRED EDUCATION AND EXPERIENCE/ QUALIFICATIONS:**

55. Bachelor's Degree required, Master's Degree preferred - in Computer Forensics, Computer Science, Information Technology, Programming, Engineering, Forensic Science or related; or BS in any degree field and a MS in Computer Forensics or related;
56. Ten (10) years of direct computer forensics lab experience;
57. Vendor Certifications (1 or more of the following): SCERS, CCE, EnCE, ACE, CEECS, SANS GCFE
58. Industry Certifications (1 or more of the following): CFCE, CompTIA A+, Network+, Security+
59. Experience with Guidance Software's Encase, Access Data's Forensic Toolkit, Xways, Internet Evidence Finder, Cellebrite, and/or similar software suites are preferred
60. A minimum of 3-5 years supervising the work of others (including peer review of technical work).

61. Candidates with experience as a police officer, detective, or analogous law enforcement experience preferred.
62. Thorough knowledge of digital forensic industry best practices, chain of custody procedures, forensic methodologies, and evidence handling are required.
63. Proficient in Microsoft Office. Selected candidates must also learn and be proficient in in-house computer programs and systems, including, but not limited to, case tracking and Laboratory Information Management Systems.
64. Ability to work in a dynamic environment, prioritizing work, and balancing caseloads.
65. Ability to work independently and manage multiple short- and long-term projects.
66. Strong attention to detail and accuracy of forensic results.
67. Dependable team player who works collaboratively and cooperatively in a team-oriented environment.
68. Must be able to perform under pressure in a fast-paced environment with an ability to multitask.
69. Ability to interact with all levels of staff and law enforcement personnel.

**Other Considerations**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks are performed in a laboratory/ forensics analysis environment. Due to the nature of the evidence evaluated, tasks may include exposure to offensive images and data, and confidentiality of work performed for the Lab must be maintained.

\* Generally, hours for the position are Monday through Friday, 9:00 AM to 5:00 PM. However, work outside those hours may be necessary depending on the needs of the Lab. If necessary, the Principal Digital Forensic Examiner must be able to work alternate schedules to support the 24/7 nature of the Lab, and be available any hour of the day or night should the need arise.

To apply you must visit the BXDA Office website ([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities.

**POST DATE: 07/28/2017**

**POST UNTIL: Filled**

**JVN: 902-17-1384**

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity and Inclusion***