STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES	SERIES NUMBER
	Computer Forensic Specialist	6716AG
	MAJOR AGENCIES	**EFFECTIVE**
	Attorney General Only	04/23/2012

SERIES PURPOSE

The purpose of the computer forensic specialist occupation is to perform highly specialized forensic analysis of seized evidence and generate reports of findings for use in the prosecution of criminal offenses.

Incumbents independently develop and utilize specialized tools and procedures to collect, preserve and forensically examine computer related evidence and assist investigators in field investigations as assigned.

Note: Class Developed Exclusively for use by Office of Attorney General.

JOB TITLE	JOB CODE	PAY GRADE	EFFECTIVE
Computer Forensic Specialist	67162AG	12	04/23/2012

CLASS CONCEPT

The full performance class works under general direction & requires thorough knowledge of information technologies & computer hardware & software in order to independently develop & utilize specialized tools & procedures to collect, preserve & forensically examine computer related evidence.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Computer Forensic Specialist	67162AG	48	04/23/2012	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently develops & utilizes specialized tools (e.g., portable forensic workstations; first responder imagining & preview utilities; evidence acquisition devices); procedures to collect, preserve & forensically examine computer related evidence of criminal offenses in accordance with established & validated forensic principles (e.g., prepares duplicate images; recovers deleted &/or corrupted files; recovers password protected &/or encrypted files; recovers hidden data; traces internet & network communications). Implements policies & procedures relating to seizure & examination of evidence from digital media, reviews & makes policy & procedures recommendations to ensure they support new computer technology, makes procedural recommendations to & reviews procedural recommendations received from other law enforcement jurisdictions statewide; researches tools & provides training to law enforcement agencies statewide. Assists investigators in preparation for seizure of computer evidence related to criminal activity; accompanies & assists investigators in field investigations; conducts interviews with investigators & other informed persons to ascertain facts pertinent to criminal case; determines best forensic analysis strategy; prepares reports of findings for presentation in criminal case proceedings & testifies as required; confers with prosecuting attorneys; receives, maintains & releases evidence in accordance with agency handling procedures & assures security of seized evidence.

Tests computer program according to procedural specifications; designs, configures & maintains complex computer hardware for use during case work & program development; acquires & analyzes evidence; resolves complex technical issues involving equipment connectivity & communications between suspect system & forensic equipment; identifies, researches & evaluates computer equipment & software; drafts & follows up on purchase order requests; collects information from investigators &/or prosecutors; provides assistance to federal, state & local law enforcement agencies in matters involving computer related crime & forensics.

Attends seminars & classes for training in specialized forensic software & hardware applications, forensic analysis techniques & other specialized areas; participates in professional networking forums; executes verification tests of forensic software & methods to independently validate functionality; trains investigators & law enforcement officials in specialty areas of computer related crime & forensic techniques.

MAJOR WORKER CHARACTERISTICS

Knowledge of computer systems & technology; interviewing*; human relations*. Skill in operation & configuration of personal computer systems & peripheral equipment. Ability to deal with many variables & determine specific action; analyze, collate & classify information; resolve technical issues involving many variables; handle sensitive inquires from & contacts with other law enforcement agencies & general public; demonstrate dexterity to move fingers & limbs to easily perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in digital forensics, information sciences, information systems, computer science or related technology discipline, which includes coursework specific to computer forensic science.

-Or 24 mos. exp. in conducting forensic examinations on digital media or directly related specialty area (e.g., cell phone forensics, incident response).

-Or Industry accepted certification directly related to computer forensic science (e.g., CFCE, CCE, SCERS, EnCE) or equivalent.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.