

## **Digital Forensic Analyst**

### **SUMMARY/PURPOSE**

To analyze electronic and digital evidence to identify potential criminal activity. This position requires expertise in forensic methods, laws, and privacy standards to collect, document, and preserve evidence that supports law enforcement investigations and contributes to a fair and effective judicial process.

### **SUPERVISION RECEIVED**

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform advanced and highly specialized forensic examination on electronic and digital items or environments.
2. Provide investigative and technical guidance on casework.
3. Recover and preserve original digital evidence while maintaining chain-of-custody integrity.
4. Provide ongoing analysis of technology trends to incorporate proven forensic investigation and supporting technologies into practice.
5. Utilize specialized forensic tools to compile detailed reports for criminal investigations and court proceedings.
6. Present collected evidence in a clear, organized, and readable format to ensure it can be easily understood and effectively used by law enforcement and judicial authorities.
7. Provide technical training to law enforcement personnel, ensuring proper handling of digital evidence and staying ahead of emerging forensic technologies.
8. Ensure compliance with digital forensic protocols in investigative procedures.
9. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
10. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
11. Provide training on new or modified procedures and policies to all affected parties.
12. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
13. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
14. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree in Digital Forensics, Computer Science, Computer Engineering, or a related professional field, and one year of full-time, related professional experience; OR a minimum of

five (5) years of related education and/or full-time, verifiable professional experience working in forensic technology involving computer forensics, electronic discovery and technical investigations.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
- B. Certified Computer Forensic Technician or Certified Forensic Computer Examiner certifications.
- C. Acquire and maintain Criminal Justice Information Systems (CJIS) certification within six (6) months of hire.

3. Knowledge Requirements

- A. Comprehensive knowledge of methods, techniques, and current standards used to forensically analyze electronic and digital evidence within state and federal laws including data practices and data privacy standards, in compliance with department procedures.
- B. Knowledge of proper methods and procedures for receiving and storing evidence and property.
- C. Knowledge of law enforcement recordkeeping procedures and requirements as related to evidence and property management.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in understanding and analysis of systems security and forensic acquisition of electronic evidence.
- B. Skill in utilizing discretion in the handling and disclosure of confidential information.
- C. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to evaluate and maintain hardware and software necessary for the performance of criminal investigations.
- B. Ability to handle difficult and stressful situations, including exposure to sensitive or disturbing materials (e.g. violent crimes, child exploitation cases), with professional composure and confidentiality.
- C. Ability to prepare succinct, coherent, and technically accurate reports and analyses.
- D. Ability to clearly communicate needs and explain perceived problems in detail to department leaders.
- E. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and solve a variety of problems.
- J. Ability to organize and prioritize work while meeting multiple deadlines.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to work successfully as a member of a team and independently with minimal supervision.
- M. Ability to train and lead others.
- N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- O. Ability to enforce safety rules and regulations.
- P. Ability to maintain confidential information.
- Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- R. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, under threat of physical attack or mob conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC:	CSB: 12/02/2025	Class No:
WC:	Pay: 35	EEOF:	CC:	Resolution: