Computer Forensic Investigator

Position Details

Class Code: 1650
Job Family: Police Services
Classification: Support Professional
Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under direction and guidance, uses advanced knowledge of computing hardware/software, information security, and networking technologies/protocols; provides computer forensic services, including digital evidence preservation and analysis.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs computer and network forensic examinations in support of internal investigations of intrusion incidents, with responsibilities including digital evidence preservation/analysis, data/tape recovery, electronic mail extraction, and database examination.
2. Creates and maintains forensic processes/procedures based on industry best practices.
3. Develops and maintains necessary documentation to support forensic/investigative processes and procedures.
4. Recommends internal controls and procedures to safeguard the Clark County School District.

5. Participates in the design, build-out, and maintenance of a forensics lab; assesses and troubleshoots technical issues, and supports a computer forensics lab in a technically-secure environment.
6. Performs network intrusion examinations and investigations.
7. Installs and maintains forensics hardware/software.
8. Researches/develops evidence collection, protection, and analysis techniques for District hardware/software.
9. Coordinates with internal support organizations in developing additional evidence collection methods, technologies, and processes.
10. Provides technology advisory services to enhance forensic engagements.
11. Exercises strong knowledge of computing hardware/software, information security, and networking technologies/protocols.
12. Communicates verbally and in writing; provides thorough case documentation.
13. Maintains advanced computer forensic certifications and keeps current with related technologies; researches/develops new computer forensic tools and methodologies.
14. Processes and interprets computer querying languages.
15. Conforms to safety standards, as prescribed.
16. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Provides forensic case support/analysis, and assists with other investigative goals. Routinely performs computer/network forensic investigations in support of internal and criminal investigations of intrusion incidents.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of forensic programming languages.
2. Knowledge of Microsoft, Macintosh, Linux, and Solaris computer operating systems/software.
3. Knowledge of current forensic software and methodology.
4. Knowledge of applicable laws and codes.
5. Knowledge of current case law and trends that could affect outcomes of investigations.

6. Ability to administer complex investigations that synthesize criminal/penal codes, Nevada Revised Statutes (NRS), District policies, and administrative due-process procedures.
7. Ability to obtain and maintain advanced forensic training certifications.
8. Ability to test and evaluate new techniques/technologies pertaining to forensic investigations and incident response.
9. Ability to process and interpret computer query languages.
10. Ability to prepare and maintain complex data/reports.
11. Ability to read and interpret complex materials.
12. Ability to analyze and interpret forensic metadata.
13. Ability to debug computer hardware and software.
14. Ability to work flexible hours/shifts and be on 24-hour call, if needed.
15. Ability to work cooperatively with employees, vendors, and the public.
16. Ability to recognize/report hazards and apply safe work methods.
17. Ability to maintain confidentiality of information.
18. Ability to learn/apply school rules, regulations, and procedures.
19. Ability to judge when to act independently and when to refer situations to an administrator.
20. Ability to demonstrate strong organizational skills.
21. Ability to work well alone and in teams.
22. Ability to maintain a positive attitude with good interpersonal skills.
23. Ability to demonstrate initiative.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' experience performing computer forensic examinations, including three (3) years performing intrusion investigations and incident responses.
3. 200 hours of forensic analysis courses from an accredited college/university.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.

2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. EnCase Analysis certificate must be in possession at time of application/QSP request, and must be maintained for duration of assignment.
4. AccessData certificate must be in possession at time of application/QSP request, and must be maintained for duration of assignment.

Preferred Qualifications

Law enforcement, information/network security, and forensic investigation knowledge/experience.

NOTE: Candidates must pass an extensive background check.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Forensic analysis course certificates/transcript(s) from an accredited college/university.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
5. EnCase Analysis certificate.
6. AccessData certificate.
7. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Police Department, and travel to schools and other District office settings.

Work Environment

Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, printers, modems, telephones, fax machines, punch-down tools, digital multi-meters, data systems/communication test equipment, hand/power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/08/23
- Created: 06/05/06