



Pennington County Sheriff's Office Job Description

Job Title: Forensic Computer Analyst
Division: Law Enforcement
Reports To: Captain - Criminal Investigation Division
Grade: 18
FLSA Status: Non-Exempt
Approved Date: 11/1/2015

Job Summary

The Forensic Computer Examiner is assigned to the Internet Crimes Against Children task force as technical and investigative support. The Forensic Computer Examiner coordinates investigative efforts with law enforcement to assist in the apprehension of internet predators.

Essential Duties and Responsibilities

- Preparing written reports of investigative findings
- Coordinating investigative efforts with law enforcement and legal counsel
- Assisting with education, outreach and training regarding at risk populations
- Obtaining subpoenas and assisting with the writing of search and arrest warrants
- Researching new internet activity allowing for the sharing and creating of illegal activity
- Maintaining records and databases of information related to illegal activity
- Maintaining the ability to testify as a credible witness in court.
- View, categorize, and detail archived pornography images, videos, and other digital evidence.
- Performing other duties as assigned.

Minimum Requirements

- HS Diploma or GED required; Bachelor's Degree in a related field preferred
- Minimum 4 years of investigative or computer analysis experience
- South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment

The work is typically performed in an office. The Forensic Computer Analyst may enter the field environment in a civilian support role. Frequently required to conduct forensic analyst exams during ICAC search warrants in field.

Physical Requirements

The Forensic Computer Analyst position requires data entry, driving, public speaking, vision, hearing, standing, walking, bending, stooping, running, heavy lifting and carrying. Work is performed in office and field environments.



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Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.