

**Office of Executive Inspector General
Chicago Division
Position Description
Computer Forensic Investigator**

Posting Date: September 19, 2014
Posting Close Date: Open until position is filled
Salary Range: \$3,333.50 to \$6,667.00 Monthly

POSITION SUMMARY: Under direct supervision of the Supervisor of Information Technology and Computer Forensics, serves as Computer Forensic Investigator. The incumbent is responsible for conducting computer forensic investigations in compliance with applicable laws, rules and policies. Researches, plans and conducts investigatory processes including the solicitation of requisite materials and information obtained via interviews and other methods. Prepares investigatory reports for review by lead investigator and direct supervisor. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Conducts forensic investigations of computers and other electronic devices (including digital and electronic media). Follows industry and agency-established forensic procedures for obtaining images of computer hard drives and examining contents of hard drive images to assist in the determination of activity conducted on the computer. Consults with Investigators to determine appropriate search parameters for each case and writes concise reports detailing findings. Follows standard operating procedures for the seizure, documentation of custody and return of seized computers, e-mail, and other data files. Serves as a contact with other state agencies for computer and electronic data requisitions.
2. Assists with daily technical support including network connectivity, system administration, application support and training, hardware and software installation, troubleshooting and maintenance for an IT environment.
3. Ensures that all electronic data obtained and produced by the office is kept confidential as required.
4. Interviews subjects, witnesses and other parties to gather, verify, and/or corroborate evidence.
5. Conducts stationary and mobile surveillance.
6. Collects, analyzes, and interprets information, documentation, and physical evidence.
7. Documents statements, observations and evidentiary materials. Prepares case reports on all investigative action taken; ensures that reports are well-written, accurate, concise, thorough, and timely.
8. Maintains records of all information and material pertinent to open investigations; identifies, labels and stores evidence and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.
9. Interacts with OEIG legal staff and other agencies under the jurisdiction of the OEIG, investigative entities within other agencies, auditors, the Illinois Office of Attorney General, and various law enforcement agencies to ensure professional cooperation and investigative efforts. Testifies in administrative and criminal court proceedings, as necessary.
10. Keeps current on agency and state policies, rules, regulations, and statutes.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned that are reasonably within the scope of the duties enumerated above.

REPORTS TO: Supervisor of Information Technology and Computer Forensics

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree in computer science or a related area of study or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge or trainability in Guidance Software's Encase, Access Data Corporation's Forensic Toolkit and other forensic hardware and software tools;
- technical expertise, experience and knowledge of both hardware and software including Microsoft Windows Operating Systems, Microsoft Office Applications (Access, Excel, PowerPoint, Outlook, and Word), Microsoft Active Directory, TCP/IP, smart phone communications, printers, scanners, fiber optic WAN, and other devices and applications;
- extensive knowledge of investigative techniques, practices, and concepts;
- high ethical standards and ability to work with sensitive and confidential materials;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong deductive reasoning, organizational, and analytical skills;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

HOW TO APPLY:
(The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.