

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

COMPUTER EVIDENCE RECOVERY SPECIALIST

POSITION CODE: 08980

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under general direction serves as the primary specialist for hardware research and validation issues related to criminal investigations; participates in various computer-related crime investigations including, but not limited to investigations involving white collar financial crimes; exploitation of minors; alleged misuse or abuse of state property by state employees and state government agencies; provides data processing advisory and consultative expertise in multiple functional areas including the development of strategies and procedures for computer-related crime investigations and safeguarding computer-related/digital evidence and records; provides computer-related investigative support to federal, state, and local law enforcement agencies, as required, to assess and analyze complex seized computer systems, networks, peripherals, and digital media as they relate to crime investigations; assesses current guidelines for effectiveness and assists in the development of new guidelines and procedures for related evidence recovery and investigation units; attends training classes and conferences to maintain knowledge and skills; travels as necessary to meet the operational needs of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical assistance in the preparation of computer-related subpoenas and search warrants; conducts or otherwise assists in the interview of persons identified within computer-related investigations including witnesses, victims, suspects, or other persons believed to have knowledge pertinent to such investigations; assists field agents with collection of computer evidence during search warrants; completes investigative reports; provides investigative briefings to case agents regarding computer analysis; meets with prosecutors and investigators; prepares exhibits for use during trial; testifies during grand jury, pre-trial, and trial proceedings.
2. Conducts in-depth analysis of seized computer-related evidence resulting from criminal investigations and/or government employee misconduct, including, but not limited to, providing on-site support/assistance for raid activities; conducts exact-image back-ups, restorations, examinations, and analysis of seized computers involved in various computer crime investigations.

## COMPUTER EVIDENCE RECOVERY SPECIALIST (Continued)

3. Provides technical assistance to other criminal justice agencies relating to computer crimes and evidence. Liaisons with federal, state, and local criminal justice authorities, as well as the Illinois State Police, relating to their agencies' involvement in computer related investigations.
4. Travels to and attends technical training conferences, seminars, classes related to computer crimes and evidence recovery tools and techniques in order to obtain and retain comprehensive knowledge and skill level.
5. Assists in the development of guidelines and procedures for evidence recovery and investigative units which participate in investigations involving computer-related equipment, media, data, information or activities. Recommends plans and controls for ensuring compliance with state and federal laws, policies, procedures, and guidelines regarding computer-related investigations. Researches, reviews, and assists in the development of techniques for implementation in the investigations of computer-related crimes and activities.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration.

Requires prior experience equivalent to four years of progressively responsible professional experience in law enforcement or computer science.

Requires successful completion of preliminary training in computer evidence recovery techniques, including, but not limited to exact image copying, use of viewer and utility software.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of various computer hardware, operating systems, and use of software utilities.

Requires extensive knowledge of public and business administration, principles and practices.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of agency policies and procedures.

## COMPUTER EVIDENCE RECOVERY SPECIALIST (Continued)

Requires ability to work extended hours on specific investigative assignments.  
Requires ability to travel to perform investigations and analysis, attend hearings, briefings, criminal proceedings, conferences, seminars, and other training courses.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards related to digital forensics.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to develop and maintain cooperative working relationships.

Requires ability to communicate effectively both orally and in writing.

Requires the ability to prepare written reports and/or data or multimedia presentations.

Requires possession of an appropriate valid driver's license or the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.