

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Digital Forensics Unit Technician**

**Department: Police**

**Pay Grade: GS.09**

**Supervision Received From: Police Sergeant**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 12/17/21**

**Revision Dates: 4/1/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

This position is responsible for advanced electronic crime investigation for the detection and apprehension of offenders through the forensic recovery of electronic evidence as well as assisting and supporting daily technology-based investigations. Duties include conducting day-to-day digital forensic investigations, including data preservation, data recovery, and analysis; advising investigators and/or prosecuting attorneys on all aspects of electronic evidence, including the collection, preservation, recovery, and analysis of all forms of electronic data on a case by case basis; serving as a subject matter expert on technical matters relating to digital evidence and testifying in court or at hearings as an expert witness in the area of digital forensics; preparing reports, demonstrations, training, and policies related to the collection, preservation, recovery, and analysis of all forms of electronic data.

### **SERIES LEVEL:**

This is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Preserves, collects, and processes electronic data according to all applicable policies, best practices, and law.

Researches and maintains proficiency in tools, techniques, and trends in digital forensic analysis.

Assists the investigative and patrol staff in the identification, collection and analysis of all types of electronic evidence including audio and video material, as well as electronically stored data.

Conducts examinations of digital evidence and assists with the preparation of electronic evidence for courtroom presentation.

Performs forensic analysis of cell phone and other mobile devices.

Ensures that audio and video evidence is collected in a manner that maintains its integrity and a proper chain of custody.

Assists investigators in the review of audio and video evidence and other electronically stored evidence as needed.

Assists with maintaining and monitoring the forensic server

Utilizes forensic techniques and forensic tool sets such as Cellebrite, Magnet Axion, Secureview and other cell phone forensic tools.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited educational institution in Digital/Computer Forensic Science or closely related field, two (2) years of work experience in computer forensics, mobile forensics, forensic audio/video analysis, or a related discipline, or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:**

Preferred:

International Association of Computer Investigative Specialists (IACIS) Certification.

SANS Windows Forensic Analysis FOR500 Global Information Assurance Certification in Computer Forensic Examination (GCFE).

Certified Forensic Video Analyst (CFVA), Certified Forensic Video Technician (CFVT) from the LEVA International, Inc.

Forensic Video Certification from International Association for Identification (IAI).

Certified Computer Examiner (CCE) from the International Society of Forensic Computer Examiners.

EnCase Certified Examiner program (EnCE).

Basic Computer Examination and Recover Training (BCERT) from National Computer Forensic Institute (NCFI).

Cellebrite Certified Mobile Examiner (CCME).

**KNOWLEDGE AND SKILLS:**

Knowledge of technical forensics for electronic devices, wireless networks, video, audio and the supporting principles and techniques. Chain of evidence principles and requirements; processing methods and equipment. Knowledge of techniques such as adhering to the NIST (National Institute of Standards and Technology, [www.nist.gov/computer-forensics-portal.cfm](http://www.nist.gov/computer-forensics-portal.cfm)) recommendations and principles

Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to extreme temperatures and biohazards.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.