



James T. DeWees  
Sheriff

## **CELLULAR FORENSIC INVESTIGATOR**

**Grade W29 – Non-Exempt**  
**Starting Salary - \$66,644 Annually / \$32.04 Per Hour**

### **General Duties:**

This is a civilian position responsible for processing, examining, and analyzing cellular devices, software, electronically stored data, cellular transaction records, geolocation records, and other cellular-related evidentiary materials pertaining to law enforcement investigations. The selected candidate will prepare and present reports of findings and provide expert testimony, as well as perform a variety of crime laboratory duties.

### **Availability:**

Primary Hours - Monday through Friday 0700 – 1600 hours. With a 1-hour lunch (flex around lunch schedules). May be subject to call-out after hours.

### **Eligibility:**

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able read, write, and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at <https://sheriff.carrollcountymd.gov> / employment / hiring process)

### **Minimum Qualifications and Requirements:**

- Ability to satisfactorily complete assigned specialized and annual training (Oxygen Forensics, CelleBrite Forensics, and CellHawk training)
- Ability to compose detailed articulate reports and testify in court to findings
- Ability to work under pressure and prioritize projects with short timelines
- Have a broad understanding of social media platforms (Facebook, Instagram, Snap Chat, Twitter, etc.)
- Understand basic chain of custody procedures when handling evidence related to criminal investigations
- Position may require extended periods of computer-based tasks
- Position may require extensive periods of standing or sitting
- Position may require local travel

\*A comparable amount of training and experience may be substituted for the minimum qualifications

### **Preferred Qualifications and Requirements:**

- Law Enforcement Investigative experience
- Experience in the use of forensic examination and the analysis of call detail records as they relate to criminal investigations
- A degree (Associates or Bachelors) in law enforcement, forensics, computer science, or intelligence (experience may be substituted for formal education)
- Oxygen Forensics, CelleBrite Forensics, and CellHawk Training
- Experience in working with link analysis software
- Experience in mobile forensics and mobile forensics mapping

### **Example of Essential Duties:**

- Conducts thorough examinations of cellular devices and other electronic cellular data storage media. Preserves and copies the original media. Prevents the transference of viruses, destructive programs, and inadvertent writes to and from the original media. Restores recoverable deleted files. Accesses password-protected and secured files.
- Using forensic software applications to analyze electronic cellular media, examine the contents of stored cellular data. Verify the correctness of the cellular devices internal clock, and may be required to physically disassemble, examine, and reassemble cellular devices.
- Identifies evidence of crimes in which the cellular device was used. Examines and analyzes text, graphics, multimedia, and digital images. Collects and transports evidence from crime scenes.
- Labels and secures evidence.
- Prepares and presents reports of examinations and findings. Assists in the preparation of search and seizure warrants, court orders, and subpoenas. Works with prosecutors and others to prepare cases for trial
- Conducts detailed analysis of cellular and non-cellular communications records as provided by the various communications providers. Prepares detailed reports on the findings of this analysis.
- Conducts mapping analysis of cellular network connections and collected location data from service provider records. Prepares detailed reports of location data in relation to crime scene locations.
- Provides advice and guidance regarding cellular use in crimes and criminal activity to sworn personnel.
- Once qualified, testifies as an expert in cellular forensics and cellular downloads in court.

### **Knowledge, Skills and Abilities (current or able to obtain):**

- Working knowledge of federal, state, and local civil and criminal laws
- Knowledge of court system and the requirements for proper accountability of evidence
- Knowledge of security measures and accountability for property/evidence storage
- Knowledge of forensic techniques and ability to maintain currency on new and innovative techniques
- Knowledge of Microsoft Windows based computer programs to include the Microsoft Office Suite
- Ability to communicate effectively both orally and in writing
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and the general public
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to work within a team environment
- Ability to testify in court
- Ability to exercise sound judgement and respond with tact, understanding, diplomacy, fairness, and firmness
- Excellent interpersonal skills
- Understanding of cellular devices, cellular records, and associated hardware and peripheral devices

- Working knowledge of:
  - Cellular software and operating system (Apple iOS and Android platforms)
  - Principles and practices of cellular data storage and data encryption
  - Methods and techniques used to access, recover, review, validate, and preserve electronically stored data files
  - Principles and practices of cellular programming
  - Mapping as it relates to cellular records and third-party geolocation data
- Skill in the analysis of cellular systems as it relates to the installation, maintenance, and operation of computer software and operating systems used in forensic cellular examinations (Oxygen Forensics, CelleBrite Forensics, and CellHawk)

**Selection Process:**

**The selection will be based on, but not limited to, the candidates successfully completing the following steps:**

- Completion of online Application
- Completion and review of Integrity Questionnaire and résumé
- Oral Interview Board
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Psychological Examination
- Final Command Review/Interview
- Final Job Offer

**Request Procedure:**

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://policeapp.com). **Applications must be submitted no later than 11:59 p.m. on Wednesday, November 1, 2023.** For more information about this position and to view a list of our disqualifiers, visit our website at <https://sheriff.carrollcountymd.gov> / Employment / Hiring Process.

*“One or more positions may be filled using this vacancy announcement”*

*The Carroll County Sheriff’s Office is an Equal Opportunity Employer*