

Job Posting

DEPARTMENT: Office of Attorney General

SECTION: Bureau of Investigative Services – Computer Forensics Unit/
Criminal Law Division

CLASS: Special Agent I or II

LOCATION: North Huntingdon

TYPE POSITION: Permanent, Full-time, Non-civil service, Union

WORK HOURS: 8:30 – 5:00

SALARY RANGE: Starting salary Special Agent I - \$46,130
Starting salary Special Agent II - \$60,088

BASIC FUNCTION:

The Special Agent classification involves criminal investigative work of a highly confidential nature performed by agents of the Office of Attorney General involving the detection and investigation of violations of the laws and statutes of the Commonwealth as specified in The Commonwealth Attorneys Act, the Public Welfare Code, and other applicable Commonwealth laws, statutes, and regulations.

Special Agents utilize the entire spectrum of investigative processes and procedures in the conduct of or in providing assistance with the conduct of criminal investigations ranging from routine to the most sensitive, complex, and difficult cases. A Special Agent I conducts investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. A Special Agent II may conduct an investigation independently or as a case agent coordinating the efforts of a team or as a team member and may provide direction and guidance to a less experienced agent. Work is received from a supervisor who reviews the work product of the employee through written reports and conferences to ensure accuracy, thoroughness, and compliance to established policies and procedures and to evaluate the application and effectiveness of sound judgment.

Special Agents in the Computer Forensics Unit support cybercrime investigations and operations by providing forensic acquisition and analysis of various digital media including computer desktop systems, laptops, tablets, mobile devices and smart phones, and other media formats. In addition, agents provide technical on-site forensic examination to incident response and search warrant activities, maintain evidence via chain of custody, and provide subject matter expertise on forensic capabilities. The unit supports all felony investigations with the majority of the cases involving the investigation of the sexual exploitation of children. Agents must be capable of

creating detailed digital forensics preview and summary reports used to proceed in criminal complaints and on-site arrests. Additionally, members are part of the search warrant entry, digital evidence search teams, and various Federal Task Forces. Assignments may require that the employee work irregular hours and/or an irregular work week.

EXAMPLES OF DUTIES:

- Examines or assists in the examination of financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
 - Collects, evaluates, develops, and prepares evidence for presentation for prosecution or provides assistance with these tasks
 - Conducts or assists with the conduct of surveillance of individuals or locations
 - Interviews or assists in the interviewing of witnesses and interrogation of subjects to ascertain information, evidence, and confessions
 - Makes or assists in making arrests and executing searches pursuant to court-ordered warrants
 - Participates in raids and undercover assignments
 - Prepares or assists with the preparation of criminal complaints and search warrants
 - Prepares or assists with the preparation of written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence
 - Collects, prepares, and submits evidence for laboratory analysis or provides assistance with this task
 - Appears in court before a district justice or a statewide investigating grand jury to present testimony and evidence as a prosecution witness and may serve as the prosecution officer at the district justice level
 - Is required to qualify with an approved firearm at predetermined intervals
 - Assists with and/or provides information for the preparation of press releases
 - May be required to use a firearm in self-defense, the defense of fellow agents, the public, or to prevent the commission of felonious crimes
-
- Practical experience using commercial forensic hardware and software suites including EnCase, FTK, IEF, Cellebrite, and various P2P analysis software
 - Knowledge of forensic imaging techniques
 - Familiarity with Microsoft Windows, Apple, and various mobile device OS versions, file systems, and artifacts
 - Experience with digital evidence handling

MINIMUM EXPERIENCE AND TRAINING:

Special Agent I:

- Bachelor's Degree OR
- Four years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Associate's Degree and Act 120 Certification OR
- Associate's Degree and two years of criminal investigative experience which affords the

- applicant the needed knowledge and skills to perform the job OR
- Four years of military experience OR
- Any equivalent experience, training, and education

Special Agent II:

- Bachelor's Degree and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Six years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Bachelor's Degree and Act 120 Certification OR
- Master's Degree and one year of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Four years of military experience and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Any equivalent experience, training, and education

Preferred Qualifications:

- A four year degree from an accredited educational institution, preferably in a digital media field
- Professional certification and affiliation such as: DoD Certified Computer Crime Investigator, Certified Digital Media Collector, Certified Digital Forensic Examiner, EnCase Certified Examiner, AccessData Certified Examiner, or Certified Forensic Computer Examiner
- Other technical certifications and qualifications will also be favorably considered