



Attorney General Josh Shapiro Job Posting – Special Agent Trainee/I/II

SECTION:	Bureau of Investigative Services – Computer Forensics Unit/ Criminal Law Division
CLASS:	Norristown
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Special Agent Trainee: Starting salary of \$48,467 Special Agent I: Starting salary of \$55,331 Special Agent II: Starting salary of \$63,114

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 in the Computer Forensics Unit support 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 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 and 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:

- Collects, evaluates, develops, and prepares evidence for presentation for prosecution or provides assistance with these tasks
- 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
- 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
- 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

MINIMUM EXPERIENCE AND TRAINING:

Applicants that do not have Act 120 certification, or a certification from an equivalent training program as determined by the Office of Attorney General, are hired as Special Agent Trainees. Agent Trainees must participate in the Office of Attorney General Agent Field Training Program and must participate in and successfully complete the Commonwealth Investigators Training Program (CITP). Upon successful completion of the CITP, Special Agent Trainees will be reclassified to Special Agent I or Special Agent II based on their education and investigative experience.

Qualifications for Special Agent Trainee are as follows:

- Graduation from an accredited college or university with a bachelor's degree OR
- Graduation from an accredited college or university with an associate's degree and two years of experience conducting investigations which require the creation of written reports, collection of evidence, and to testify in a formal setting OR
- Four years of experience conducting investigations which require the creation of written reports, collection of evidence, and to testify in a formal setting OR
- Six years of relevant military experience OR
- Graduation from an accredited college or university with an associate's degree and five years of specific subject matter expertise related to a specialized field of investigation OR
- Any equivalent combination of education, investigative experience, military experience, subject matter expertise, and training that may be deemed appropriate

In addition to the below qualifications, applicants must have Act 120 certification, certification from an Act 120 equivalent training program as determined by the Office of Attorney General, or have successfully completed the Commonwealth Investigators Training Program.

Qualifications for Special Agent I are as follows:

- 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 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

Qualifications for Special Agent II are as follows:

- 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
- 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
- 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
- Professional certification and affiliation such as: Cellebrite certified examiner, EnCase Certified Examiner, AccessData Certified Examiner, or Certified Forensic Computer Examiner (CFCE)
- Other technical certifications and qualifications will also be favorably considered