

**Polk County Sheriff's Office Job Description**  
**1721 Computer Forensic Specialist**  
May 8, 2009

**Position Concept:**

The Computer Forensic Specialist accomplishes the collection, analysis and preservation of electronic crime evidence to improve the ability to identify and assist in the apprehension and prosecution of computer criminals. The member performs technical and documentation duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Computer Forensic Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Investigates Internet Crimes Against Children
- Assist in recovery/preservation of digital information
- Prepare and testify for depositions/court
- Compile reports
- Prepare supplemental reports
- Conduct research
- Attend training
- Conduct electronic forensic examinations
- Secure and package evidence
- Assist Computer Crimes Unit

**Education, Professional Certification or License:**

- High School or GED; two year College Degree preferred
- A comparable amount of training may be substituted
- Valid Florida driver's license
- Completion of specialty schools or training programs as requested by the Special Investigation Bureau Commander

**Professional Experience:**

- None required

**Status:**                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk                     Foreseeable Risk

**Environmental Conditions:**

- Works various hours, sometimes for extended periods of time
- Works under stressful conditions

## **Polk County Sheriff's Office Job Description 1721 Computer Forensic Specialist**

### **Required Skills and Knowledge:**

#### **Knowledge of:**

- PCSO policy and procedures
- Florida State Statutes and Federal Laws
- Court procedures
- Computer storage devices
- Computer equipment and specifications
- Geographical area
- Electronic listening equipment
- Available systems
- Computer interface equipment
- Telephone Instruments
- Computer peripherals

#### **Ability to:**

- Comprehend complex subject matter
- Use tools
- Operate audio/visual equipment
- Operate a motor vehicle
- Read and write English
- Prepare reports
- Operate specialized equipment

#### **Skills:**

- Computer
- Basic English grammar
- Investigative
- Organizational
- Communication
- Interpersonal
- Basic mathematical
- Intelligence gathering

### **Physical Requirements:**

- Sit for long periods
- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Stand for long periods
- Bend/squat
- Crawl
- Lift/carry 40 lbs.
- Manual dexterity
- Ambulate independently