



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION
Southern District of California
www.casp.uscourts.gov

Announcement # 22-07

Position	Forensic Technology Specialist
Date Opened	April 12, 2022
Closing Date	Open until filled. Preference will be given to applications received by May 4, 2022.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	CL 26 \$54,274 – \$88,274

JOB SUMMARY

This position is located in the U.S. Probation Office of the Southern District of California. The Forensic Technology Specialist is responsible for conducting digital forensic examinations on devices belonging to individuals on federal supervision and assisting Probation Officers with other cyber related duties.

DUTIES AND RESPONSIBILITIES

Representative duties include but are not limited to:

- Conducts forensic examinations of digital related evidence using established policies, procedures, and precedent techniques. Examination can include, but are not limited to: financial, terrorist, and sexually explicit material cases. Confers with the Senior Probation Officer and supervisor about policies and procedures in relation to digital related evidence.
- Collects and prepares digital evidence for forensic examination.
- Develops, prepares, and presents reports of findings of forensic examinations.
- Assist with verification of forensics tools validation.
- Coordinates the maintenance, security and troubleshooting on all hardware and software for forensic tools. Identifies, diagnoses, and corrects errors and problems.
- Assists in developing new procedures and policies for the forensic lab and the districts served.
- Prepares internet capable devices for monitoring software installation and conducts installation of monitoring software.
- Conduct social media related searches/investigations.
- Assists with preparing and maintaining documentation and standard operating procedures and checklists for end users and other technicians.
- Provide day-to-day systems backups and verify the validity of data.
- Assists with conducting inventories on all evidence maintained in the forensic lab. Coordinates with officers to determine if the forensic lab needs to maintain evidence for evidentiary reasons.
- Responsible for ensuring the evidence is appropriately removed from the evidence room, and chain of custody procedures are followed.
- Maintains contact with the forensic community for the purpose of keeping abreast of developments, techniques, and user programs.
- Recommend hardware, equipment, and software updates.
- Conducts regular review of data captured through monitoring software as part of the district's Computer and Internet Monitoring Program.
- May be required to testify in legal proceedings as to the procedures and methods used to obtain data, as well as to the findings of the examination.
- Maintain skill development by participating in on-going digital forensic training.
- Performs other related duties as required.

QUALIFICATIONS

To qualify for the position of Forensic Technology Specialist, a candidate must have at least one year of specialized experience (as described below). For placement at salary levels above Step 1, additional experience is required.

***Specialized experience** is progressively responsible technical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for work processing, data entry and report generation.

PREFERRED QUALIFICATIONS

- Skilled in various digital technologies, including computers, mobile phones, tablets, digital storage devices, and gaming systems.
- Possess a Bachelor or Masters degree in Computer Forensics or Information Technology
- Knowledge in common computer and mobile device operating systems (i.e. Windows, Macintosh, IOS, Android).
- Possess a technological degree/background or certification from an industry acceptable digital forensic body/program (i.e. FLETC, IACIS, SANS), or certifications from the FBI CART, US Postal Service, National White-Collar Crimes, or Secret Service.
- Possess knowledge, experience, or certification in the use of: Cellebrite, AXIOM, Blacklight/Digital Collector, OSTriage, FTK Imager.

PERSONAL CHARACTERISTICS

A successful candidate must possess:

- Maturity, be responsible, poised, organized and meticulous, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.
- Ability to communicate effectively in writing and in person.
- Ability to organize and prioritize tasks.
- Maintain highly detailed examination notes/documentation.
- Curious, persistent, and motivated to overcome technical challenges that may appear during the course of an examination.
- Problem solver, with a skill/tact of being resourceful when trying to find a solution to a challenge.
- Willingness to obtain digital forensic certifications required of the position within one year of employment if not already obtained. Certification costs to be covered by the U.S. Probation office.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Eleven paid federal holidays.
- Comprehensive options for health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax options for healthcare, dependent care, health insurance premiums, parking, and mass transit expenses (including UberPool and Lyft line).
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitted.
- Telework, alternative work schedules, and other workplace flexibilities upon eligibility.
- Time in service for employees of other federal agencies and prior military service, will be taken into consideration when computing leave accrual and retirement benefits.
- Federal Student Loan Forgiveness eligibility.

For detailed benefit information, please visit: <https://www.uscourts.gov/careers/benefits>

NOTICE TO APPLICANT

- Applicants must be United States citizens.
- A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.
- All application information is subject to verification. Retention will depend upon favorable suitability determination of the background investigation.
- Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).
- The court is not authorized to reimburse travel expenses for interviews or relocation.
- This position is subject to mandatory electronic funds transfer for payroll direct deposit.
- The best qualified candidates will be tested to determine level of skill/knowledge.

APPLY BY SUBMITTING

1. A resume, outlining computer skills, experience and current or previous Forensic Technology Specialist certifications
2. Cover letter
3. Application for Federal Judicial Employment (AO78)
 - Link to application form AO78: <http://www.uscourts.gov/forms/AO078.pdf>
**Positions in a Federal Law Enforcement Office are required to complete background questions 18, 19 and 20 on page 5 of the application form.

Submit materials via email (single PDF document): careers@casp.uscourts.gov
Subject: Human Resources Announcement # 22-07

ADDITIONAL INFORMATION

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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