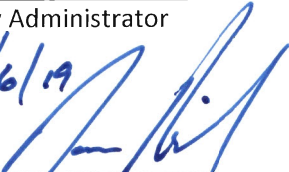




**JOB DESCRIPTION**  
**RCMP – West Shore Detachment and City of Langford**

Job Title: <b>Digital Forensic Analyst</b>	Division / District: E Division / Island District	Location: West Shore Detachment
Classification: Municipal Employee	Supervisor: Municipal Office Manager	Approved by Administrator Date: 6/6/19 Signature: 

**JOB SUMMARY**

The Digital Forensic Analyst provides specialized technical support to investigators by conducting forensic analyses of digital evidence and preparing comprehensive reports.

**KEY RESPONSIBILITIES**

- Handles a variety of digital media related to criminal cases; investigations and evidence.
- Extracts data including but not limited to documents, photos, SMS conversations, messenger information and emails.
- Updates and maintains a variety of forensic equipment, tools and software.
- Provides recommendations and suggestions for follow up related to investigations and evidence.
- Prepares observation reports and documents related to the work.
- Appears in court to present testimony on any work performed.
- Prepares audio and video evidence for investigative or court purposes and provides opinion evidence.
- Converts video to other formats for evidentiary disclosure, suitability, presentation and archiving.
- Prepares and maintains related files and documentation;
- Safeguards, handles and recovers evidence from various devices and media.
- Provides clerical support and performs a variety of clerical tasks; prepares and maintains various documents and files for the General Investigation Section.
- Performs other job related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Sound knowledge of the rules, regulations and policies governing the GIS' activities.
- Sound knowledge of modern office methods and procedures including the operation of applicable computer equipment, software and applications.
- Possess excellent communication skills, both written and oral.

- Ability to follow established policies and procedures.
- Ability to work in a team environment with minimum supervision.
- Ability to organize workload, prioritize tasks, and achieve results on a deadline.
- Strong problem-solving skills and attention to detail.
- Ability to maintain self-control when dealing with serious and sensitive situations including graphic, personal and potentially disturbing information.
- A commitment to excellent customer service, continuous improvement and life-long learning.
- A sense of humour, with the ability to take your work seriously but not yourself.

#### **QUALIFICATIONS AND REQUIREMENTS**

- A minimum two (2) year diploma in Computer Science from a recognized post-secondary institution.
- A minimum three (3) years relevant experience, for example, comprehensive knowledge of personal computing hardware, cellular communications, computer networking technologies, peripherals and their operations.
- Experience with basic operating systems such as Windows, Linux and Mac OSx.
- Demonstrated knowledge of Microsoft Office; and proficiency with computer forensic examination software.
- Potential to be able to obtain Special Constable Status may be a requirement of the position.
- The ability to obtain and maintain an Enhanced Reliability Security Clearance is a requirement of this position.
- An equivalent combination of education and experience may be considered.