

FORENSIC INVESTIGATIONS COORDINATOR (OC)
NYS #63-634 RC/EL #17040

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **May 13, 2017**; Last filing date **March 22, 2017**

VACANCY: One vacancy in the Rockland County Sheriff's Department.

POSITION EXISTS IN: The Rockland County Sheriff's Department.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$87,345.00 annually for a 40-hour-work-week with the Rockland County Sheriff's Department.

WHAT THE JOB IS LIKE: This is highly sensitive, complex, and confidential work primarily involving responsibility for providing advice to the Rockland County Sheriff regarding computer crime investigations and for conducting computer forensic investigations including those pertaining to child pornography, financial fraud, terrorism, counterfeiting, theft of intellectual property, etc. The work also involves responsibility for the development of technical courses related to computer crime and the collection of electronic evidence. The work is distinguished from that of the Confidential Investigator (Computer Crimes) primarily by the responsibility for the most complex computer investigations, independent decisions, and judgment. The work is performed under the direction of a Lieutenant and the Sheriff. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Bachelor's degree in Computer Forensics, Cyber Security, Criminal Justice, Criminology, or comparable curriculum, and four years of technical and/or professional experience in computer forensic investigations.

NOTES:

1. A Master's degree in Computer Forensics, Cyber Security, Criminal Justice, Criminology, or comparable curriculum may be substituted for one year of the required experience.
2. Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis, up to four years.
3. Thirty credits in Computer Forensic courses (including Computer Forensic certification programs), or comparable curriculum, may be substituted for the Bachelor's degree.

SPECIAL REQUIREMENT:

Must have at least two of the following certifications: Computer Forensic Certified Examiner (CFCE), Seized Computer Evidence Recovery Specialist (SCERS), Certified Fraud Examiner (CFE), Encase Certified Examiner (ENCE).

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than July 13, 2017.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This form is also available on the Rockland County website: www.rocklandgov.com. You must pay the required evaluation fee.

SEE NEXT PAGE

FORENSIC INVESTIGATIONS COORDINATOR (OC) #63-634 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Evaluating information and evidence – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
2. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. Understanding and interpreting written material – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, “Spell-checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, “Computers”, and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: A “Guide for the Written Test for Investigators” is available at the New York State Department of Civil Service Website: www.cs.ny.gov/testing/localtestguides.cfm or the Rockland County Website: www.rocklandgov.com. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956, (845) 638-5200/5205 to obtain a copy.

Date Issued: 02/23/17