

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



MEDIA FORENSIC SPECIALIST

JOB CODE: 30125	PAY GRADE: 17	PAY RANGE: \$49,650 - \$79,439
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GENERAL DESCRIPTION

Under the direction of a supervisor in the Technical Operations Unit, the incumbent performs professional and technical work of considerable difficulty. The position collects, examines, preserves, processes and analyzes video, audio and digital multimedia evidence for investigative purposes. Provides assistance and support for electronic devices related to and deployed during investigations. **Requires availability to work irregular hours on occasion to meet operational needs. Subject to 24 hour call-out.**

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, documentation, collection, preservation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence in accordance with F.S. 121.0515.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Collects, preserves, analyzes, examines, and processes video and audio digital multimedia evidence for use in criminal investigations as directed. This includes, but is not limited to physical digital/electronic devices collected from crime scenes by investigators both inside and outside the agency.
- Responds to crime scenes, search warrants, and other potentially hazardous service locations to collect and preserve digital multimedia evidence from CCTV/DVR physical devices, hard drive systems, and other media recording systems or devices as directed;
- Disassembles, reassembles, examines, and processes digital video and digital audio recording systems and physical devices collected from crime scenes and search warrants in order to recover, collect, and preserve video, audio, and digital multimedia evidence that may be previously deleted, or password protected, or otherwise inaccessible;
- Develops, processes, and originates video, audio, and motion graphic demonstrative visual aids and exhibits incorporating digital multimedia evidence for investigative use and trial presentation.
- Examines, analyzes, processes, and clarifies multimedia evidence existing on obsolete and archaic storage media, including, but not limited to video cassettes, audio and micro-

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audio cassettes, reel to reel audio tape, motion picture film stock, memory cards, floppy disks, and optical discs;

- Responds to subpoenas for deposition and trial. Prepares and/or provides court room testimony when required for any forensic multimedia work performed or documentation authored including ACISS reports and forensic processing reports.
- Researches, evaluates, and recommends new digital multimedia evidence technology and processes in both the law enforcement and private sectors that may have practical applications in the criminal justice environment, to include authoring technology evaluation documents and reports;
- Configures, tests, and/or operates digital multimedia and electronic equipment during both overt and covert law enforcement operations. This may include videotaping, photography, and evidence documentation at search warrant locations, surveillance operations, or electronic equipment installations as directed.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list of duties and responsibilities is not intended to be all-inclusive and you may not responsible for every item listed. The employer reserves the right to assign additional duties and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Multimedia Forensics, television, film, audio production, or related field AND two (2) years' experience in a related field OR
- Graduation from an accredited college or university with an Associate's Degree in Computer Science, Multimedia Forensics, television, film, audio production, or related field AND four (4) years' related experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Certification* in Forensic Video preferred.

**If not currently certified, incumbent must be able to achieve certification within 18 months of hire. Incumbents in position are expected to maintain certification through continuing education.*



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of forensic video, audio, and digital evidence analysis methods and related hardware and software systems
- Knowledge of methods used in collecting and preserving audio, video, and digital media evidence
- Knowledge of law enforcement related electronics including video cameras and recorders, CCTV, digital imaging, audio recorders, wireless communications, and telecommunications
- Ability to configure, test, and operate covert electronic equipment for undercover operations, as well as covert installations
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 75 lbs.
- Occasionally bend, squat, reach, climb, kneel, or twist