

Notice of Career Opportunity

United States Probation Office Eastern District of Missouri



Posting Date:	September 9, 2021
Vacancy Number:	SS-921
Position:	Systems Specialist – FT/Permanent
Salary Range:	CL 26 \$47,761- \$77,621 with promotion potential to CL 27 \$52,467- \$85,292 (dependent upon AO approval) (Salary and classifications dependent upon qualifications and location)
Duty Station:	U.S. Probation Office - St. Louis, MO
Closing Date:	September 30, 2021 - <i>applications considered as they are received</i>

Position Summary

The United States Probation Office, United States District Court, Eastern District of Missouri is accepting applications for the position of Systems Specialist. The position(s) may be located in the St. Louis office with full responsibility to the divisional office as well. Multiple positions may be filled from this announcement.

Summary of Representative Duties and Responsibilities

- 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 Supervisory Probation Officer about policies and procedures in relation to digital related evidence.
- Responsible for training employees in this Court and across the nation on forensic related procedures. This includes the proper evidence collection, handling, and chain of custody methods either via video, teleconference or in-person.
- Receives evidence from other districts, checking items into custody, logging the items received, and initiating the case within the case management software. This would include data entry into SIRS and PACTS to ensure proper credit is received for each examination.
- Collects and prepares digital evidence for forensic examination.
- 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.
- Develops, prepares, and presents reports of findings of forensic examinations.
- Responsible for 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.
- Responsible for initial scan and installation of monitoring software on offender's electronic devices.
- Prepare and maintain 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.

- Maintains the evidence tracking software, which includes the administration and backing up of the program, as well as keeping the program's software updated.
- Conducts the semi-annual inventories on all evidence maintained in the forensic lab. Tracks evidence to determine if the forensic lab needs to maintain it for evidentiary reasons.
- Responsible for the disposing of all evidence which is no longer needed for evidentiary reasons.
- Responsible for ensuring the evidence is appropriately removed from the evidence tracking software.
- Maintains contact with the forensic community for the purpose of keeping abreast of developments, techniques, and user programs.
- Recommend hardware, equipment, and software updates.
- Provide related duties, as assigned.

Required Qualifications

Thorough knowledge of the latest forensic examination information technology hardware and software tools and their design. Knowledge of telephone and wireless systems. Skilled with various digital technologies, including mobile phones, tablets, computers, digital storage devices, GPS, and gaming systems. Be able to perform basic routine disassembly of desktop and laptop computer, phones, and tablets. Ability to image digital equipment in a forensically sound manner. Able to document the steps of an examination and a detailed analysis of your findings.

Three years specialized experience, including at least one year equivalent to work at the CL25 level. High school graduate or equivalent **required**. A year or more of Law Enforcement Forensic experience **required**. A Master or Bachelor of Science in Computer Forensics or Information Technology is **preferred**. Certifications from the FBI CART, US Postal Service, National White-Collar Crimes, Secret Service is also **preferred**.

Conditions of Employment

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information. The selected may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Benefits

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

Generous Paid Time Off Program
Public Service Loan Forgiveness
Defined Benefit Pension Plan
Long-Term Care Insurance
Parking/Commuter Benefit Program
Work Life Services

Eleven Paid Holidays
Group Health, Dental, Vision and Life Insurance
Defined Contribution Plan (TSP) with Employer Match
Health and Dependent Flexible Spending Accounts
Employee Assistance Program
Virtual Judiciary Online University

How to Apply

Please e-mail a detailed resume and a completed application for Judicial Branch Federal Employment (Form AO-78, which can be found on www.uscourts.gov) to: moed_employment@moed.uscourts.gov. Applications will not be considered complete until all of the items listed above have been received by Human Resources.

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

The Probation Office provides reasonable accommodations to applicants with disabilities.

The Court is an Equal Employment Opportunity employer

