

# Notice of Career Opportunity

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## United States Probation Office Eastern District of Missouri



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<b>Posting Date:</b>	July 17, 2024
<b>Vacancy Number:</b>	FE-0724
<b>Position:</b>	Forensic Examiner – FT/Permanent
<b>Salary Range:</b>	CL 26/1 \$54,101- CL 26/61 \$87,909 with promotion potential to CL 27/1 \$59,426- CL 27/61 \$96,607 (Salary and classifications dependent upon qualifications and location)
<b>Duty Station:</b>	U.S. Probation Office - St. Louis, MO
<b>Closing Date:</b>	August 2, 2024

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### Position Summary

The United States Probation Office, United States District Court, Eastern District of Missouri is accepting applications for the position of Forensic Examiner. 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 Forensic Examiner experience **required**. Law Enforcement Forensic examiner experience preferred. 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

### Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a letter of application,
- current résumé,

- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references

Please click on the following link to apply for this position and submit materials:

[Click here to apply via the HR App](#)

Application materials may be submitted via mail to:

U.S. District Court  
Eastern District of Missouri  
Attn: Gina Hicks (FE-0724) Room 3.300  
111 South 10th Street  
St. Louis, MO 63102

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***Equal Opportunity Employer***

