**Electronic Evidence Analyst
Grade: 7**

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**FSLA: Non-Exempt
Date: 1/21**

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**Job Summary:** Coordinate the acquisition of digital and electronic evidence from allied law enforcement agencies. Organize, track and deliver digital evidence as required under Maryland law. Aid in use of electronic evidence in criminal jury trials and pre-trial procedures, and in complying with legal disclosure and data integrity requirements.

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**Essential Functions:**

1. Performs skilled work operating equipment, acquiring digital files from digital repositories including phones, computers and other portable media, organizing and securing digital storage and retrieving property/evidence to provide services for other departments and staff;
2. Review digital evidence records and related documents for redaction and dissemination in compliance with policies, procedures, rules and regulations, and public records laws;
3. Research and review digital evidence classifications to ensure compliance with prescribed procedures and guidelines;
4. Generate system records and review law enforcement reports to ensure digital evidence is appropriately flagged and categorized;
5. Work with attorneys regarding the viewing, reproduction, redaction, release, and final disposition of digital evidence;
6. Assist with digital evidence training to State’s Attorney’s Office personnel;
7. Work with trial attorneys to present electronic and digital evidence in criminal pre-trial procedures and for jury trials;
8. Performs other related duties as required.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
2. Ability to act as a representative of St. Mary's County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Working knowledge of relevant laws and ability to apply them appropriately;
5. Knowledge of the rules for discovery requests and how digital evidence is affected;
6. Ability to operate computer system hardware and software to process digital media (video, photo and audio) evidence;
7. Ability to investigate and locate digital evidence inside a complex computer storage system;
8. Ability to prioritize and multitask;
9. Ability to keep accurate records;
10. Knowledge of principles, practices, techniques and applications of database management; Ability to effectively utilize appropriate technology, including County administrative software and the County's financial accounting systems;
11. Ability to effectively utilize appropriate technology, including County administrative software and the County's financial accounting systems;
12. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor's degree;
2. Three years or more of job-related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates you have received a copy of this position description.

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Employee’s Signature Date

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