# SAO Electronic Evidence Analyst 84110

**Grade: 7**

**FLSA: Non-Exempt**

**Revision Date:**

**Job Summary:** The SAO Electronic Evidence Analyst position within the State's Attorney's Office involves working closely with a team of attorneys to support the investigation, analysis, and prosecution of gun-related crimes. The incumbent will utilize the NightHawk LEOVision data analysis tool to analyze and present critical information to aid in case preparation and court proceedings. This role requires a strong understanding of legal processes, analytical skills, and knowledge of firearms-related laws and regulations.

**Essential Functions:**

1. Utilize the NightHawk LEOVision data analysis tool to gather, organize, and analyze information related to gun-related crimes.
2. Conduct thorough research on relevant firearms laws, regulations, and legal precedents to support case preparation.
3. Collaborate with law enforcement agencies to obtain and analyze digital evidence and other relevant information.
4. Prepare comprehensive reports, summaries, and visual aids to present analytical findings to attorneys and in court proceedings.
5. Maintain accurate and organized case files, ensuring that all documentation and evidence are properly cataloged and accessible.
6. Maintain accurate and confidential records of victim/witness interactions, services provided, and case-related information, ensuring compliance with relevant regulations and policies.
7. Stay updated on relevant laws, regulations, and emerging trends in victim/witness advocacy, and apply this knowledge to enhance the quality and effectiveness of services provided.
8. Stay up-to-date with developments in firearms-related laws, technology, and investigative techniques to enhance case analysis and prosecution efforts.
9. Performs other duties as assigned.

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

1. Proficiency in using analytical tools and software, preferably NightHawk LEOVision or similar platforms.
2. Excellent research and analytical skills, with the ability to gather, evaluate, and present complex information.
3. Attention to detail and the ability to identify patterns, trends, and discrepancies in data.
4. Familiarity with crime scene investigation techniques and evidence collection procedures.
5. Excellent written and verbal communication skills, including the ability to present complex information clearly and concisely.
6. Proficient in using standard office software (e.g., Microsoft Office Suite).
7. Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
8. Collaborative mindset and the ability to work effectively within a multidisciplinary team.
9. Discretion and the ability to handle sensitive and confidential information with professionalism and integrity.

**Education and Experience:**

1. Prior experience working as a paralegal, legal assistant, or in a related role is highly desirable.
2. Knowledge of data analysis and experience with analytical tools is an advantage.
3. Familiarity with the criminal justice system and courtroom procedures.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment may involve exposure to sensitive and confidential information.

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 that you have received a copy of this position description.

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Employee’s Signature Date