



Digital Forensics Investigator - Sworn

Job Description

Department: Attorney
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Bureau Chief - Investigations

Summary

Under guidance and supervision of the Bureau Chief - Investigations, performs a wide range of legal actions and investigations. Identifies, collects, analyzes, and preserves digital evidence across various platforms to support criminal, civil, and internal investigations, legal proceedings, and cybercrime prevention. Performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances; responds to situations involving threats to public safety and makes emergency decisions affecting the lives and health of others. This role may also be assigned to conduct complex and sensitive crime investigations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Identify, collect, and preserve digital evidence from a wide range of devices and platforms, including computers, mobile devices, networks, and cloud services while maintaining integrity and chain of custody.
2. Conduct in-depth forensic analysis on digital data, including file systems, logs, memory dumps, and malware artifacts to identify and recover evidence for criminal, civil, and internal investigations.
3. Prepare comprehensive clear and well-documented findings and evidence packages for internal reports, investigative briefings, and potential use in civil or criminal court proceedings.
4. Collaborate with other law enforcement personnel, attorneys and legal teams within the Utah County Attorney's Office (UCAO).
5. Maintain and operate a variety of digital forensic tools and platforms, including Cellebrite, Axiom, EnCase, Forensic Took Kit (FTK), X-Ways, and Autopsy, for acquiring, analyzing, and processing digital evidence from various sources.
6. Conduct ongoing research and training to remain current on emerging threats, ethical hacking techniques, and evolving digital forensic best practices to enhance investigative capabilities.

For Office Use Only

Job Code: 4700

Job Title: Digital Forensics Investigator - Sworn

FLSA: Non-Exempt

Effective Date: 4/11/2026

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Investigative Assignments and Responsibilities

1. Participate in criminal investigations into allegations against law enforcement officers, such as excessive use of force; collaborate with investigators from outside police agencies assisting with the case.
2. Coordinate investigations with local, state, and federal agencies; prepare court documents and document activities and findings of investigations according to standards and policy.
3. Conduct investigations on a wide range of complex financial cases, including fraud (business practices, communications, mortgages, and securities), embezzlement, theft, identification theft, forgery, money laundering, and racketeering; conduct investigations involving alleged misconduct by government employees and public officials and internal affairs investigations for county and city government agencies.
4. Enforce federal, state, and local laws to preserve peace and provide community protection; make lawful arrests and conduct field work on major criminal investigations, including drafting and serving arrest warrants, search warrants, and investigative subpoenas (both for records and depositions).
5. Prepare and participate in court proceedings by determining the completeness of information and adequacy of evidence for prosecution; present relevant testimony, and assist prosecutors as needed.
6. Enforce criminal and traffic laws, perform physical arrests, and locate suspects through analysis of transactions including sales, purchases, money, vehicle, and property records.
7. Educate the public, including elderly, church, and civic groups on fraud prevention and how to document and report suspected scams.
8. Conduct training for other law enforcement agencies and officers pertinent to investigatory work conducted by the Bureau of Investigations.
9. Exemplify the desired culture and philosophy of the organization.
10. Work effectively as a team member with the administration and members of the UCAO.

Knowledge, Skills, and Abilities

- Considerable knowledge of digital forensic tools, and the ability to process reports from the decoded information
- Knowledge of criminal law, civil law, and court procedures
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the geography of Utah County
- Skilled in the use of firearms and police equipment, including emergency vehicles
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in interviewing techniques
- Skilled in word processing and other basic software applications

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- Skilled in reading, writing, and basic math
 - Skilled in crime scene analysis techniques
 - Skilled in giving presentations and instructing others
 - Ability to maintain cooperative working relationships with those contacted in the course of work activities
 - Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
 - Ability to defuse or control hostile situations
 - Ability to make rapid and sound decisions and solve problems under pressure
 - Ability to communicate effectively verbally and in writing
 - Ability to maintain files, records, and reports
 - Ability to coordinate multiple tasks efficiently
- Ability to obtain forensic skills in Cellebrite, Physical Analyzer, UFED4PC, Cellebrite, Inseyets, Magnet Axion, FTK, EnCase, and Graykey

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is typically performed in a professional office environment but may be performed for sustained periods outdoors in all weather conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to noisy. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. This job occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations where life and personal safety are at risk. The incumbent may be required to drive Utah County-owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, color vision, and the ability to adjust focus. The employee is required to type, file, and lift or move supplies or objects up to twenty (20) pounds. The performance of this job exposes the employee to hazardous conditions and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

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Position Type/ Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. As job duties demand, may be required to perform work on any day and at any time.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty-five (25) percent.

Required Education and Experience

1. Bachelor's degree in Digital Forensics, Cybersecurity, Computer Science, Information Technology, Criminal Justice, or a closely related field.
2. Applicants must meet one of the following requirements:
 - a. Must possess Law Enforcement Officer (LEO) certification issued through the Utah State Peace Officer Standards and Training (POST) Agency.
 - b. Must be currently enrolled in a Law Enforcement Officer (LEO) course approved by POST and must obtain Law Enforcement Officer (LEO) certification within the first twelve (12) months in this position.

Preferred Education and Experience

1. Preference may be given to applicants with certifications in Certified Mobile Device Examiner through Cellebrite, NCFI, or IASIS, Certified Computer Examiner (CCE), GIAC Certified Forensic Analyst (GCFA) or EnCase Certified Examiner (EnCE).

Additional Eligibility Qualifications

1. Incumbents are required to maintain POST certification and successfully complete the required annual training.
2. Incumbents are encouraged to obtain certifications in the following areas in a timely manner as determined by budget, time, and supervisor constraints:
 - a. Cellebrite
 - b. EnCase
 - c. Magnet Axion Forensic Suite
 - d. Forensic Tool Kit (FTK)
 - e. Other Approved Forensic Tools
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents may be required to obtain and maintain other certifications including Force Science Analyst, digital forensic examiner and other certification as dictated by the Bureau Chief.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.

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7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Law Enforcement Officer or Corrections Officer Certification through POST include being twenty-one (21) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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