

FORENSIC MEDIA SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for working with the professional legal staff within the Ulster County District Attorney's Office to assist with open cases. This involves helping the prosecutors prepare for grand jury proceedings, hearings, and trials in Ulster County Court by assisting with the technical processing, analysis, enhancement and presentation of digital media evidence. The work requires the use of specialized computer software and Internet-based tools. This position requires the ability to work independently and is characterized by increased responsibility and greater freedom of judgment than is typical of the non-attorney personnel. The work is performed under the general supervision of the Discovery and Records Unit Chief and Chief Assistant District Attorney. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Converts and transcodes media files using proprietary formats and codes into open formats for ease of viewing and sharing;

Redacts protected information from videos, audio, photographs, and other documents;

Ensures that the court electronics are prepared and ready for the start of hearings and trials;

Researches computer hardware and software to more efficiently process workflow and stay current with available technology;

Assists with presentations during trials and provides training of trial tools;

Testifies in grand jury proceedings, hearings, and trials by describing complex analytical processes in laymen's terms and responding to cross-examination about such processes;

Performs enhancements of videos, audio, photographs, and other media;

Creates trial exhibits;

Performs metadata analysis for the purpose of file authentication and verification using forensic processes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of organization, communication, time management, and creative problem-solving skills are essential; thorough knowledge of computer applications; proficiency in Adobe Creative Suite, Microsoft Office Suite, and forensic software for video analysis; ability to update and edit existing proprietary databases; ability

to follow directions and apply proper policies, procedures, and guidelines; ability to interact with all levels of staff, law enforcement representatives, and outside vendors; ability to perform all assignments in an accurate, professional, and expeditious manner; ability to understand forensic technology, application of video in a legal setting, fundamentals of CCTV systems, and presentation of digital video evidence in court; ability to understand media evidence collection procedures; ability to understand the DME recording issues and aspect ratio issues; ability to research and utilize available computer programs; ability to take initiative to discover more efficient ways of performing tasks; ability to observe, perceive, and analyze; strong attention to detail; resourcefulness; emotional maturity; integrity; tact; good judgment; courtesy.

MINIMUM QUALIFICATIONS: Either:

A. Successful completion of the Level 1 and Level 2 core courses through LEVA International, Inc. leading to certification as a Certified Forensic Video Technician (CFVT) and O two (2) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving substantial responsibility for digital media processing, forensic video or audio analysis, or management of digital evidence; **OR**

B. Possession of a bachelor's degree in Computer Science, Network Administration, Information Technology, Communications, Film/Media, Digital Forensics, Criminal Justice, or a closely related field and three (3) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving substantial responsibility for digital media processing, forensic video or audio analysis, or management of digital evidence; **OR**

C. Possession of an associate's degree in Computer Science, Network Administration, Information Technology, Communications, Film/Media, Digital Forensics, Criminal Justice, or a closely related field and five (5) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving substantial responsibility for digital media processing, forensic video or audio analysis, or management of digital evidence; **OR**

D. An equivalent combination of training and experience as indicated in A, B, and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
3225 FM SPEC
Classification: Competitive
Grade: 17
Union: CSEA

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