



BEAUFORT COUNTY SHERIFF'S OFFICE



Job Description

Job Title: *Computer/Digital Crimes and Information Technology Technician*
Pay Grade: *Grade*
Classification: *Non-Sworn position*
Effective Date: *December 1, 2020*
Revision Date:
Pages: *Four (4)*

Amendments to any Sheriff's Office job description must be approved by the Chief Deputy and coordinated with the Accreditation Office for deletion or inclusion into the revised job description.

General Summary of Duties

The Computer Digital Crimes/Information Technology Technician is a dual assigned position. The Technician is assigned to the Administrative and Support Services Division of the Beaufort County Sheriff's Office. The Technician is responsible for assisting Investigators when Digital Evidence seized and submitted for analysis, to recovering evidence of the crime in support of ongoing investigations. Digital Evidence generally includes computer systems, cell phones or video originating from Digital Video Recorders (DVR), Video Tapes (VHS) or Compact Disc. Additional digital evidence includes any medium where digital or analog information is stored. Examples include but are not limited to the following: CD's, DVD's, flash cards, thumb drives, internal hard drives, external hard drives, Micro SD cards, MP3 players, GPS units, IPODS and digital cameras.

The Technician also provides technical work regarding the installation, maintenance, hardware and software support (e.g. install, maintain, repair, upgrade) for agency computers, printers, faxes, scanners, etc. Installs and supports operating system software, (e.g. Windows XP, 10 and various Emulators), and Microsoft Office, Word, Excel, Access, PowerPoint, etc.

The Technician provides guidance, oversight and exercises independent judgment, practical decision making, problem solving, planning, and accountability for assigned responsibilities. Responsible for obeying and enforcing all applicable directives, rules and regulations of the Beaufort County Sheriff's Office. This position reports to the Information Technology Manager. The Computer/Digital Crimes and Information Technology Technician is responsible for compliance with the Beaufort County Sheriff's Office general orders applicable to non-sworn civilian employees.

Authority

Under S.C. Code 04-09-30 (7) of the South Carolina Code of Laws county personnel systems. Employment and discharge authority does not extend to any personnel employed by departments or agencies under the direction of an elected official.

Essential Duties and Responsibilities

1. Assists personnel in reviewing computer crime cases involving Summary Court, General Session Court, preliminary hearings, General Session Bond hearings, Family Court hearings, and probation or parole hearings.
2. Responsible for assisting Investigators when Digital Evidence seized and submitted for analysis, to recovering evidence of the crime in support of ongoing investigations. Digital Evidence generally includes computer systems, cell phones or video originating from Digital Video Recorders (DVR), Video Tapes (VHS) or Compact Disc. Additional digital evidence includes any medium where digital or analog information is stored. Examples include but are not limited to the following: CD's, DVD's, flash cards, thumb drives, internal hard drives, external hard drives, Micro SD cards, MP3 players, GPS units, IPODS and digital cameras.
3. Provides technical work regarding the installation, maintenance, hardware and software support (e.g. install, maintain, repair, upgrade) for agency computers, printers, faxes, scanners, etc. Installs and supports operating system software, (e.g. Windows XP, 10 and various Emulators), and Microsoft Office, Word, Excel, Access, PowerPoint, etc.
4. Provides guidance, oversight and exercises independent judgment, practical decision making, problem solving, planning, and accountability for assigned responsibilities. Responsible for obeying and enforcing all applicable directives, rules and regulations of the Beaufort County Sheriff's Office. This position reports to the Information Technology Manager.
5. Maintenance all necessary standards, qualifications, certification standards required of a Computer/Digital Crimes Technician.

Minimum Training and Qualifications

Associate Degree in Computer Technology/Science or equivalent training and experience in the field of computer technology and science of at least two to three years. Prefer but not required law enforcement experience with additional training or experience in computer crimes with a training and experience in computer software and hardware or any combination of training, college education, and experience which provides the skills, knowledge, and abilities required for the position. At the time of appointment, must be a registered voter in Beaufort County.

Must maintain training standards as established by the Sheriff's Office. Must be able to obtain a South Carolina Class III certification and have a valid South Carolina driver's license at the time of appointment.

Minimum Qualifications Required to the Perform Essential Functions of the Position

Physical Requirements: Must be physically able to operate equipment such as firearms, automobile, office equipment, radio, telephone, etc. and meet all of the physical fitness requirements established by the Sheriff's Office.

Language Ability: Requires the ability to read and comprehend a variety of books, maps, policies and procedures, criminal history, etc. Must be able to prepare detailed reports, correspondence, operational plans, budget reports, and detailed written projects using correct punctuation, spelling and grammar.

Intelligence: Requires the ability to apply principals of logical thinking to define problems, collect data, established facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; Requires the ability to apply influence systems in managing and understanding complex principals and techniques; experienced in the applicants of software and computer hardware design; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Ability to communicate effectively and efficiently with diversified persons of varying educational backgrounds.

Interpersonal Personality: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress or when confronted with emergencies or other critical situations.

Quality of Work: Maintains a high standard of accuracy in exercising duties and responsibilities. Ability to take immediate corrective action for any deficiencies that may occur with-in the Branch's areas of responsibility. Maintain a high quality of communication and interaction with internal and external entities.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets all standards and expectations.

Dependability: Assumes responsibility for completing all work. Complete all assigned work within deadlines in accordance with agency directives, policy, standards and procedures.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self starting approach in meeting all responsibilities. Strives to anticipate all work assignments and initiates proper and acceptable action for the completion of work with a minimum of supervision.

Judgment: Exercises logical judgment in all areas of responsibility.

Knowledge of Job: Has experience in both software and hardware design. Have the ability to develop and administer both short and long term plans and projects. Manage and maintain control of assigned activities. Have the ability to show a high level of discretion and flexibility in daily operations. Must possess or gain the knowledge to provide assistance to Investigators when Digital Evidence is seized and submitted for analysis, to recovering evidence of the crime in support of ongoing investigations. Digital Evidence generally includes computer systems, cell phones or video originating from Digital Video Recorders (DVR), Video Tapes (VHS) or Compact Disc. Additional digital evidence includes any medium where digital or analog information is stored. Examples include but are not limited to the following: CD's, DVD's, flash cards, thumb drives, internal hard drives, external hard drives, Micro SD cards, MP3 players, GPS units, IPODS and digital cameras. Provides technical work regarding the installation, maintenance, hardware and software support (e.g. install, maintain, repair, upgrade) for agency computers, printers, faxes, scanners, etc. Installs and supports operating system software, (e.g. Windows XP, 10 and various Emulators), and Microsoft Office, Word, Excel, Access, PowerPoint, etc.