

# United States Postal Service

## *External Publication for Job Posting 10373631*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### *Branch*

Headquarters

### *Job Posting Period*

11/26/2019 - 12/03/2019

### *Job Title*

FORENSIC COMPUTER ANALYST

### *Facility Location*

US INSPECTION SERVICE  
FORENSIC LABORATORY SERVICES  
22433 RANDOLPH DR  
DULLES, VA 20144-1000

DOMICILED  
CLEVELAND DIGITAL EVIDENCE UNIT  
2400 ORANGE AVE, RM 419  
CLEVELAND, OH 44101-9726

### *Position Information*

TITLE: FORENSIC COMPUTER ANALYST  
GRADE: W2 - 02  
FLSA DESIGNATION: Exempt  
OCCUPATION CODE: 2210-0218  
NON-SCHEDULED DAYS: Saturday/Sunday  
HOURS: 08:00 A.M. to 04:30 P.M.  
SALARY RANGE: 59,250.00 - 125,300.00 USD Annually  
FINANCE NUMBER: 512755

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

### *Background Check*

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background

check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

Conducts forensic analyses of digital and other multimedia evidence utilizing appropriate scientific methodologies, forensic techniques, and quality assurance practices in support of criminal and administrative investigations.

### **DUTIES AND RESPONSIBILITIES**

1. Conducts forensic examinations of digital and other multimedia evidence through the application of scientific practices for the recognition, collection, analysis, and interpretation of digital evidence for criminal and civil law or regulatory purposes.
2. Examines and analyzes evidence and interprets scientific observations and data to render conclusions, form opinions and produce reports utilizing a full range of electronic search methods and forensic examination techniques.
3. Provides expert witness testimony; produces comprehensive reports and illustrative exhibits for federal, state, and local judicial proceedings at a level sufficient to explain evidence interpretations and conclusions from forensic examinations and scientific data to a lay audience.
4. Serves as a subject matter expert and technical advisor in matters relating to the proper collection, preservation, packaging, and submission of digital and multimedia evidence; participates in crime scene evidence collection activities in major field investigations; ensures evidence handling requirements are met.
5. Performs ongoing evaluation and validation of laboratory instrumentation and methods, operating protocols, and safety practices under supervision; maintains awareness of safety procedures and identifies possible physical conditions and/or laboratory procedures that may create unsafe conditions.
6. Delivers training in laboratory services, evidence collection, crime scene processing and field examination.
7. Conducts studies and research for improving forensic analyses, scientific methods, and resolving forensic examination problems.
8. Acts as liaison with postal management and federal, state, and local organizations on technical developments, forensic methods, and investigative problems of common interest.
9. Analyzes systems to assist with network intrusion and cybersecurity investigations to determine the cause and extent of a breach.

### **SUPERVISION**

Laboratory Unit Manager

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

### **Requirements**

1. Ability to communicate orally and in writing in order to prepare reports of examination results and conclusions, and provide testimony as an expert witness before state, federal or other judicial bodies.
2. Ability to provide training related to laboratory services, evidence collection, and field examination.
3. Knowledge of evidence collection, preservation, packaging and shipment procedures sufficient to serve as a technical advisor in such matters and to ensure evidence handling requirements are met.
4. Knowledge of forensic science techniques, laboratory protocols, research methodologies, quality assurance standards and computer forensic and cyber security examination procedures, instrumentation and software sufficient to properly access, preserve, and extract appropriate evidence from a variety of media and conduct detailed and complex analyses and interpretation of the value of evidentiary items.
5. Ability to render conclusions/opinions and make recommendations based on forensic practices of recognition, collection, and interpretation of digital and multimedia evidence related to computer forensic examinations.
6. EDUCATION/ CERTIFICATION: Bachelor's degree in computer sciences, forensic science, or a closely related field from a college or university accredited by a national or regional accreditation organization recognized and sanctioned by the U.S.

Department of Education. NOTE: Employees in the Forensic Computer Analyst or Forensic Computer Analyst Sr position prior to June 27, 2015 are exempt from this requirement.

7. Ability to conduct and document scientific research related to computer forensic examinations.

**\*\*SPECIAL CONDITIONS:** Willingness to submit to a Tier 2 Moderate Background Investigation (MBI). This investigation requires, among other things, completion of a questionnaire and fingerprinting for a criminal records check. The investigation may require a drug test. The successful applicant will be required to meet and maintain the requirements of this level of background investigation while holding this position.\*\*

**\*\*CERTIFICATION:** International Association of Computer Investigative Specialists (IACIS) Certified Forensic Computer Examiner (CFCE) or the International Society of Forensic Computer Examiners (ISFCE) Certified Computer Examiner (CCE) or Defense Cyber Investigations Training Academy (DCITA) Digital Forensic Examiner (DFE)\*\*

**\*\*Reimbursement of relocation expenses will NOT be authorized.\*\***

**\*\*This position requires a NACI clearance. This process can take up to 6 weeks from the date the offer letter is returned.\*\***

This is a two step application process requiring you to create a profile and submit an application for the position you are applying for.

You will receive two email confirmations:

1. An email confirming your profile is complete.
2. After submitting your application you will receive a second email confirming your application has been successfully submitted.

For additional information, please contact Philip Lee at [Talent@usps.gov](mailto:Talent@usps.gov)

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

#### IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.