

**POSITION DESCRIPTION
FOR
COMPUTER FORENSIC AND SECURITY ASSISTANT**

SUPERVISOR: Director, Technical Integration Facility

ESSENTIAL FUNCTIONS:

1. Assist in the preparation of digital forensics and computer security courses.
2. Learn to use various pieces of equipment in order to prepare classes, quick start guides and PowerPoint® presentations.
3. Perform computer, cell phone, and other digital data forensics.
4. Prepare instructional materials on computer security.
5. Assist in classroom instruction as needed.
6. Comply with policies and procedures as set forth in the corporation's Handbook of Policy and Procedure.
7. Comply with the provisions of the corporation's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling and destroying classified material.
8. Work, cooperate and communicate, as directed by the Director, Technical Integration Facility, with supervisors, team leaders and coworkers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
9. Travel as required.
10. Perform other duties as assigned.

QUALIFICATIONS FOR POSITION:

1. Must possess a Bachelor's degree in computers, digital forensics or software.
2. Must have a minimum of 3 years experience in Information Technology (IT), computer forensics, or network security.
3. Must be a team player that is very motivated and flexible with excellent communication skills, both oral and written, and the proven ability to work effectively with clients, management and staff.
4. Technical writing skills desired.
5. Must be able to learn and implement technology quickly and efficiently.
6. Must have the willingness and ability to support travel requirements up to 50%.
7. Must be proficient in Microsoft® Office®.
8. Knowledge of EnCase® Forensics and /or EnCase® Enterprise and Forensic Toolkit® (FTK®) preferred.

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9. Must have knowledge of Transmission Control Protocol/Internet Protocol (TCP/IP), networking, Small Mail Transfer Protocol (SMTP), exchange message transport, web filtering, spam filtering, and Message Capturing technologies.
10. Must demonstrate the desire and capability to continuously update technical knowledge and skills.
11. Should have proven ability to work independently or as part of a team within a fast-paced environment.
12. Must have excellent communication skills, both written and verbal.
13. Must be able to obtain a Top Secret clearance.

I have read this position description and understand my duties.

Signature/Date