



# St. Joseph County Cyber Crimes Unit

306 Hammes Mowbray Hall

Notre Dame, IN 46556

Phone: 574.220-9526 Fax: 574.696.0303

## JOB ANNOUNCEMENT

<b>Job title</b>	<i>Deputy Director, St. Joseph County Cyber Crimes Unit</i>
<b>Reports to</b>	<i>Director, St. Joseph County Cyber Crimes Unit</i>

### Job Description

The St. Joseph County Cyber Crimes Unit, a division of the St. Joseph County (IN) Prosecutor's Office, is seeking a full-time Deputy Director for the Cyber Crimes Unit. This is a sworn law enforcement investigator position and reports directly to the Cyber Crimes Director, a Chief Deputy Prosecutor, or the Prosecutor. This position will be responsible for assisting the Director in the day-to-day operations of the Cyber Crimes Unit, primarily forensic case investigations and supervision of Notre Dame Student Investigators assigned to the Cyber Crimes Unit.

### Duties and Responsibilities

- Supervise Notre Dame Student Investigators assigned to Cyber Crimes.
- Primary investigator on criminal case investigations.
- Works independently on criminal case investigations.
- Meets extensively with state and federal law enforcement officers and prosecutors to present case findings.
- Conducts forensic digital analysis on seized evidence.
- Conducts search and seizure at crime scenes.
- Prepares and issues search warrants for digital evidence.
- Applies case facts to appropriate state and Federal laws and makes charging recommendations.
- Assists in e-discovery for criminal investigations.
- Testifies in criminal trials and depositions as needed.
- Conducts research on technology and digital analysis topics.
- Extensive writing of warrants, reports, and other papers.
- Stays updated on changing technology and procedures.
- Obtains computer industry technology certifications.
- Assist in the training and mentoring new personnel in the unit.
- Serves as an instructor for digital forensics and digital investigative procedures for local law enforcement, prosecutors, and judges.
- Serves as an instructor for digital forensic camps for the community.
- Serves as an instructor for training classes conducted by the Cyber Crimes Unit.
- Presents at technology conferences as needed.
- Other duties as assigned by Cyber Crimes Director, Chief Deputy Prosecutor, or Prosecutor.

## **Qualifications**

The optimal candidate will have:

- High school diploma or equivalent
- law enforcement experience with particular expertise conducting computer-related or sophisticated investigations;
- experience with digital forensic software platforms;
- knowledge of analysis and preservation techniques for digital evidence;
- industry certifications in forensics/technology related concepts;
- supervisory experience;
- teaching experience.

## **Salary**

- Starting salary dependent upon experience, education, and certifications.
- Starting salary range will be between \$55,000 and \$60,000 annually.
- Please note... This is a grant-funded position through the University of Notre Dame for a period of two years. Ongoing funding is being sought through Notre Dame and the prosecutor's office for sustainability of the position.

## **Application Process**

- Selection process will consist of
  - Review of all application materials.
  - Oral interview (either in-person or via video).
  - Full background check.
- Interested candidates should submit a resume and one-page Statement of Interest to:  
Office of the Prosecuting Attorney  
St. Joseph County Cyber Crimes Unit  
Mitch Kajzer, Director  
306 Hammes Mowbray Hall  
Notre Dame, IN 46556  
mkajzer@stjoepros.org

Applications will be accepted until February 29, 2020.