

DIRECTOR OF CYBER-CRIME FORENSICS (QUEENS DA)

General Statement of Duties and Responsibilities

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, oversees, administers, implements, and manages the Queens District Attorney's Office Cyber-Crime forensic capabilities. Performs related complex and sensitive, confidential work. Directs and supervises staff and units performing functions related to Office's Cyber-Crime forensic efforts and consults on cyber-crime forensics office-wide.

Examples of Typical Tasks

Responsible for implementing and managing Queens District Attorney's Office Cyber-Crime forensic capabilities.

Oversees assigned staff of forensic analysts and assists in the conduct of criminal investigations into cyber-crime offenses.

Oversees staff conducting detailed forensic analysis and preservation of electronic evidence; oversees the comprehensive and accurate reporting of forensic examinations.

Gathers data and evidence for ongoing investigations and trials.

Acts in an advisory capacity to assigned Assistant District Attorneys and testifies in cases presented before grand juries and in court proceedings.

Consults with executive staff, including the District Attorney, regarding development, implementation and management of cyber-crime forensic efforts. Performs related confidential studies and/or research for the District Attorney and makes related policy recommendations, as appropriate.

Represents the District Attorney through attendance at hearings, Cyber-Crime work group meetings or other events and may present on Office programs on his behalf.

DIRECTOR OF CYBER-CRIME FORENSICS (QUEENS DA)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in Computer Science, Criminal Justice or related field and at least ten years of full-time experience in law enforcement, including at least five (5) years of full time experience in computer crime and two (2) years of administrative or managerial experience in Criminal Justice or a related field.
2. Education and/or experience equivalent to “1” above. However, all candidates must have the two (2) years of administrative or managerial experience in Criminal Justice or a related field as described in “1” above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class