



Departmental Vacancy Announcement DEPARTMENT OF THE ATTORNEY GENERAL

FORENSIC ANALYST Position No. 124346, SRNA

Division with the Vacancy:
Special Investigation & Prosecution

Opening Date: Tuesday, January 16, 2024

Last Day to File Applications: Continuous recruitment until needs are met

Summary of Duties:

This position is located in the Special Investigation & Prosecution Division (SIPD) of the Department of the Attorney General. The Department of the Attorney General is responsible for the provision of advice, counseling, and representation of the State in civil and legislative matters, administrative and regulatory enforcement, and the investigation and prosecution of criminal offenses. SIPD is dedicated to investigating and prosecuting matters that involve economic crimes, human trafficking, and corruption.

This Division will supplement the Department's Criminal Justice Division's capacity to investigate and prosecute criminal cases involving economic crime, fraud, human trafficking, and public corruption involving elected and appointed officials, government employees, and those doing business with government entities or handling State monies, such as matters involving campaign spending fraud and bribery.

SIPD's criminal enforcement actions may also present the opportunity to review government agency procedures, identify gaps, and make recommendations to ensure better compliance with the law and enhance efficacy.

The primary purpose of this position is to perform forensic analyses of large volumes of data, documents, or other forms of information for investigative, prosecutorial or other legal consideration. Specifically, this position is responsible for detecting and documenting the course, reasons, culprits and consequences of a violation of rules of the organization and/or state and federal laws.

Minimum Requirements:

Education:

Bachelor's or advanced degree from an accredited college or university. Desirable degree is in Criminal Justice or a related field. In the absence of a bachelor's degree, training, experience and certifications specifically related to the field of forensic investigations may be substituted.

Specialized Experience:

Three and a half (3 ½) years of experience performing systems analysis work. One to two (1-2) years of which involved forensic investigations and evidence collection.

Knowledge:

- Knowledge of evidence gathering and forensic analysis.
- Knowledge of law enforcement practices and techniques, including digital evidence collection, preservation, packaging, and submission procedures in criminal investigations.
- Knowledge and experience in the preparation of written reports of examination findings and conclusions as well as providing testimony in criminal, civil, regulatory or administrative proceedings.

Skills and Abilities:

- Ability to gather, synthesize, organize and interpret data or information and develop financial profiles based on observations and/or insights. Assist in the preparation of search warrants/affidavits associated with forensic analysis
- Excellent communication skills and ability to prepare detailed written reports, provide court testimony, and perform public speaking activities.
- Ability to skillfully interview individuals related to the investigation, including victims and witnesses, to effectively conduct their analytical work.
- Ability to communicate clearly and concisely in writing and verbally.
- Ability to operate office equipment, computers, portable computers, and computerized projectors.
- Presentational skills related to courtroom testimony and instruction that involves both technical and non-technical subjects.
- Ability to work well with others.
- Ability to multitask and work multiple assignments under a deadline.
- Ability to work independently with minimum supervision.
- Ability to collaborate and coordinate with other division team members and to follow directions and instructions from any member of the division identified as the team leader, as well as function as a team leader as called upon to do so.

To Apply:

Please send cover letter, application and résumé to:

Department of the Attorney General
David Van Acker, Supervising Deputy Attorney General
Special Investigation & Prosecution Division
425 Queen Street, Honolulu, Hawaii 96813
Or by email to David.M.Vanacker@hawaii.gov

Application can be found online at:

https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

Physical/Mental Requirements: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

Reasonable Accommodation: Qualified applicants with special needs who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship. Call 586-1236 for more information.

Criminal History Background Check: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

Internal Complaint: Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Human Resources Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

If you have any questions, please contact our office at (808) 586-1236 for further information.