High-Tech Crime Specialist

**JOB TYPE**
- **Job Category**: High-Tech Crime Section
- **Location**: Fairmont, WV
- **Schedule**: Full-time
- **Travel**: up to 50%
- **Shift**: Day
- **Potential for Telecommuting**: Yes

**DESCRIPTION**

A High-Tech Crime Specialist (HTCS) reports to the Director of High-Tech Initiatives and is responsible for developing and delivering training curriculum and material for NW3C, as well as providing technical assistance. A HTCS possesses the knowledge, skills, and abilities necessary to develop and present blocks of instruction in all basic and intermediate, as well as, select advanced level digital forensic and high-tech crime investigative courses. This includes a comprehensive technical knowledge of the course material, adult learning concepts, training techniques, and the practical applications of the course material. Other duties may include, but are not limited to, the creation and delivery of conference presentations and webinars, participation in subject matter expert meetings (SME), validation testing, project and course development lead, and on and off-site technical assistance.

**RESPONSIBILITIES**

**Instruction**
- Apply adult learning concepts to present:
  - All blocks of instruction, including hands-on exercises, in all basic, intermediate, and select advanced level courses
  - Blocks of instruction at conferences, professional meetings, and webinars
- Explain complex technical subjects in a clear and relevant manner:
  - Maintain a professional image
  - Continuously enhance delivery and presentation skills
  - Research and answer student questions accurately
Research and Technical Assistance

- Maintain the required knowledge and skills needed to present basic, intermediate, and select advanced level courses:
  - Develop additional knowledge and skills to present new training courses as they are implemented
- Research, test, and validate hardware, software, and processes related to digital forensics and high-tech crime investigations
- Provide and document on and off-site technical assistance in support of ongoing high-tech related investigations

Development

- Adhere to section guidelines and apply adult learning concepts to:
  - Maintain and update current curriculum and research and develop new curriculum for both face-to-face and online courses
  - Develop practical hands-on exercises including scenarios, practical images, and student questions
  - Develop presentations for conferences, professional meetings, and webinars
- Perform the duties of Course Lead for assigned course(s):
  - Ensure that course objectives are correctly developed and implemented
  - Coordinate block development with the other team members
  - Create and maintain all required course material, including but not limited to instructor manual, student manual, and attendee materials
  - Build and maintain course baseline image and practical images
- Perform the duties of Course Lead for assigned course(s):
- Participate in SME meetings

QUALIFICATIONS

Education

- Bachelor’s degree or higher from an accredited four-year college or university is preferred
- Relevant certifications and significant practical experience may be substituted for education and are preferred regardless of education
- Demonstrated proficiency is required in these areas: adult learning concepts, curriculum development, validation testing, and the practical application of digital forensics and high-tech crime investigations

Experience

- Significant practical experience using the scientific method to test and validate digital forensic and high-tech crime assumptions
- Several years of experience in adult training and curriculum development preferred
- Law enforcement background or several years of demonstrated experience relevant to digital forensics and high-tech crime investigations preferred

Abilities

- Work in and adapt to a changing environment
- Prioritize and plan effectively to achieve desired outcome
- Analyze complex problems, assess possible solutions, and draw valid conclusions
• Strong written and verbal communication skills, including presentation abilities

Technical Skills
• Strong understanding of digital forensics best practices such as identifying, seizing, collecting, and analyzing digital evidence and the demonstrated ability to explain these concepts to a wide variety of audiences ranging from senior executives to information technology professionals
• Must have hands-on experience using digital forensics software
• Experience applying investigative principles and methodologies
• Demonstrated proficiency in host based digital forensics including memory analysis and associated tools.
• Strong understanding of Windows, macOS, iOS, and Android operating systems and associated file systems
• Strong understanding of the Linux operating system is highly desirable

BENEFITS

Dynamic atmosphere
Over the years our work has been funded largely by the Department of Justice and they will continue to be a valued partner for us. At the same time, we’re looking to expand beyond the public sector, and that means we’re bringing a new level of entrepreneurialism into the organization. You will help ensure that we have an energetic, creative, and future-oriented culture.

Professional development
If you are currently looking for the chance to let your innovation, passion for technology, and skills and abilities shine, this is your chance. It also can be a great transition from a government career into industry -- we have a foot in both worlds. You won't be micromanaged and we are wide open to any well-considered idea.

Making a mission-driven difference
You will join a staff that is strongly committed to NW3C's mission. Our services make a difference in a variety of areas, from ransomware to identity theft to cyberbullying. At the end of every day, you can feel pride in the work you deliver and the impact you make.

Great environment
We take pride in our collegial, team-focused culture, and as part of our team you'll enjoy flexibility as well as a collaborative environment. You'll find that people like working here, as demonstrated by the high number of long-tenured individuals.

Excellent compensation and employee benefits
In addition to a competitive salary, we offer a comprehensive benefits package which includes a generous offering of health, dental, vision, life and disability insurance, sick, and vacation leave, holiday pay, as well as a retirement savings plan with a generous company match and contribution formula.

ABOUT US

NW3C provides a nationwide support system for law enforcement and regulatory agencies involved in the prevention, investigation, and prosecution of economic and high-tech crime. We also are expanding globally, and today we have more than 5,000 member agencies in the U.S. and its territories as well as 15 other countries throughout the world.
Classroom and online training
We offer training from an extensive catalog and as well as develop customized training solutions. Our courses cover a wide array of subject matter, including cyber investigation, cybersecurity, financial crime, intelligence analysis, and cyberbullying.

Technical assistance
We offer analytical technical support to agencies investigating and prosecuting white collar and related crimes. Examples includes providing guidance in handling financial investigations and proper handling of electronic evidence (smartphones, computers, etc.). We provide assistance related to high-tech crime, financial crime, intelligence analysis, and research.

NW3C is an Equal Opportunity Employer
Successful completion of background investigation and drug test required

To apply, please send resume and indicate the position of interest via email to opportunities@nw3c.org or adeane@nw3c.org