



JOB ANNOUNCEMENT

DATE: May 4th, 2022

POSITION OPEN: Police Technology Specialist

CLOSING DATE: Open Until Filled

The City of Pullman Civil Service Commission is currently recruiting for a Police Technology Specialist. The salary range for this position is \$5,020 to \$6,101 monthly. Upon successful completion of the Basic Computer Evidence Recovery Training (BCERT) Certification from the National Computer Forensics Institute (NCFI), or similar program as approved by the Chief, the Police Technology Specialist position shall receive a 10% incentive for being certified and willing to perform the duties of the collection and analysis of digital forensic evidence.

The primary function of an employee in this class is to provide technology support to the Police Department, including user training, operation, implementation, and maintenance of both hardware and software. Position requires coordination with vendors, consultants, independent contractors, and city staff. Work is performed independently under the general direction of the Administrative Sergeant who reviews work performance for the effective functioning of the department's technological systems and associated hardware, software, and peripherals. Extracts data and facilitates crime analysis. Collaborates with the City's Information Services Manager and staff.

Minimum Qualifications: Associate Degree in computer science or related field plus two years' experience in systems administration, network operation and management; or an equivalent combination of experience and training in computer and networking systems.

Selection Factors:

Knowledge of:

- Computer systems and technical management information systems, including a wide variety of operating systems, networking systems, software development and programming languages.
- Principles and techniques of technology systems analysis, design, and implementation.
- Capabilities and operation of desktop computers, mobile and portable computers, workstations, servers, and peripheral equipment including operating systems and other software applications.
- Documentation and record-keeping techniques.
- PERL script.

Ability to:

- Manage multiple tasks and projects simultaneously;
- Communicate effectively with product vendors and technical consultants;
- Provide excellent customer service and user training;
- Install software applications;
- Install, configure, troubleshoot and/or repair malfunctioning computer workstation systems, system applications, CCTV systems, and other technological and peripheral equipment;
- Read, analyze, and interpret technical journals, financial reports, operating and procedures manuals;
- Train end-users in the effective use of computer, technological, and peripheral equipment and software applications;
- Communicate orally and in writing;
- Exchange complex information, think creatively, solve problems, negotiate, persuade, make

decisions, use discretion, train and advise others regarding data resources and computer operations;

- Manage own workload and meet deadlines;
- Work effectively with limited and general supervision;
- Learn police operational requirements and forensics procedures;
- Physically perform the essential functions of the job.
- Attend work on a regular and dependable basis.

Applicants must apply through the City of Pullman's Career Portal found at: <https://wa-pullman.civicplushrms.com/Careers/>