

# BUILD A CITY. BUILD A FUTURE.



## DIGITAL EXTRACTION TECHNICIAN

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

The position is responsible for extracting a variety of data from computer hard drives, phones, tablets and other data storage devices. The incumbent also provides follow up and recommendations in regards to investigations and evidence, and provides related support. Work is completed under limited supervision and considerable independence of judgment and action is exercised within specified guidelines.

### EMPLOYMENT STATUS

Auxiliary (CUPE)

### RESPONSIBILITIES

- Handling a variety of digital media related to criminal cases; investigations and evidence.
- Extracting data including but not limited to documents, photos, SMS conversations, messenger information and emails.
- Updating and maintaining a variety of forensic equipment, tools and software.
- Providing recommendations and suggestions for follow up related to investigations and evidence.
- Providing court testimony as required.
- Preparing observation reports and documents related to the work.
- Performing other job related duties as required.

### QUALIFICATIONS

- Diploma in a computer technology or related program from a recognized post-secondary institution.
- Minimum of two years related experience.
- An equivalent combination of education and experience may be considered.

### CONDITIONS OF EMPLOYMENT

- Successful candidate must have, and maintain, RCMP 'Secret' security clearance.
- Successful applicants must provide proof of qualifications.

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