



(EXTERNAL)

2026JUNE12

**Forensic Digital Examiner
Full-Time Term Position**

Only complete applications submitted through the Bamboo HR link below will be accepted. Applications submitted through City of Lethbridge website or other third-party job sites, will NOT be considered**

<https://lethbridgepolice.bamboohr.com/careers/563>

"The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs, and relationship to land. The City of Lethbridge offers respect to the Metis and all who have lived on this land and made Lethbridge their home. Lethbridge is southwestern Alberta's largest community, close to the Rocky Mountains and strategically located two hours south of Calgary. We are home to just over 111,000 residents and two major post-secondary institutions -- the University of Lethbridge and Lethbridge Polytechnic. The City of Lethbridge recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.

The Lethbridge Police Service is currently accepting applications for a **full-time fixed-term position of Forensic Digital Examiner** within the Criminal Investigation Section. The anticipated term end date is **December 31, 2027 with the possibility of an extension beyond that date.**

We are seeking a highly skilled and detail-oriented professional who demonstrates strong analytical ability, sound judgement, and a commitment to supporting complex criminal investigations through specialized technical expertise.

The Digital Forensic Unit plays a critical role in modern investigations, supporting investigators through the collection, analysis, and interpretation of digital evidence from a wide range of devices and systems. As digital evidence continues to be central to policing, this position ensures evidence is examined in a manner that is forensically sound, legally compliant, and suitable for court proceedings.

Reporting to the Sergeant in charge of the Forensic Identification Unit, the Digital Forensic Examiner functions as a subject matter expert conducting advanced forensic examinations, providing technical advice to investigators, and preparing clear, defensible reports for judicial processes. The role requires independent judgment, precision, and the ability to adapt rapidly evolving technology and investigative demands.

This position offers a unique opportunity to apply advanced technical skills in a highly specialized field while directly contributing to investigative outcomes and public safety. The work you do in this role will have a direct and lasting impact on the successful resolution of investigations and the administration of justice in our community.

*This **temporary full-time** position falls under the protection of a collective agreement associated to the Canadian Union of Public Employees (CUPE) Local 70 contract. CUPE Local 70 represents employees who are employed in number of civic departments within the City of Lethbridge.*

Wage: \$53.91 per hour (2026 Interim Job Rate)

Hours: 37.5 hours per week/75 hours bi-weekly (Flexible/Compressed Work Week is available)

Schedule: Monday to Friday, Day Shift - plus Overtime & Weekend Work when required

The Digital Forensic Examiner will:

- Conduct advanced forensic examinations of digital devices including computers, mobile devices, tablets, and other electronic storage media using specialized forensic software and hands-on technical methods.
- Utilize industry-standard digital forensic platforms (e.g., Cellebrite Physical Analyzer, Magnet AXIOM, X-Ways, and similar tools) to extract, process, and analyze complex data sets
- Perform deep-level data recovery, including retrieval of deleted, encrypted, damaged, or otherwise inaccessible data from a variety of systems and file structures
- Apply analytical techniques to interpret large, incomplete, or conflicting data sets, identifying relevant digital artifacts to support investigations
- Manage the full lifecycle of digital evidence, ensuring integrity through proper collection, preservation, documentation, analysis, and disclosure
- Produce clear, detailed, and defensible forensic reports translating complex technical findings into information usable by investigators and the courts
- Provide expert-level technical consultation to investigators, including advising on evidence seizure, forensic strategy, and technical aspects of judicial authorizations
- Support investigations by identifying evidentiary value within digital data and prioritizing analysis based on investigative needs and timelines
- Provide expert witness testimony, clearly explaining forensic methodologies and findings in court proceedings
- Maintain, troubleshoot, and support specialized forensic hardware, software, and lab infrastructure
- Research, evaluate, and implement emerging tools, techniques, and methodologies to ensure the Service remains current with evolving technology
- Contribute to the development of policies, procedures, and best practices related to digital forensic operations
- Provide training and knowledge transfer to sworn and civilian members on digital evidence awareness and handling
- On occasion, attend crime scenes with Investigators to provide technical advice/expertise
- Other related duties as assigned by the Sergeant in charge
- Be able to travel 2 to 4 times per year within North America for work and/or training as required

The successful candidate will:

- Possess a minimum of a two-year post-secondary diploma in Computer Information Technology, Computer Science, Digital Forensics, Cybersecurity or a related field with a Bachelors Degree in one of these fields being preferred. An equivalent combination of education and relevant experience will be considered.
- Must be able to obtain valid Peace Officer appointment under the Alberta Peace Officer Act
- Have a minimum of 3–5 years of progressive experience in a technical, analytical, or investigative role such as digital forensics, information technology, cybersecurity, or other hands-on digital systems or data extraction environments
- Have demonstrated experience working with specialized technical software involving data extraction, system analysis, or digital processing (e.g., forensic tools, system utilities, or equivalent platforms)
- Have experience working with large or complex data sets, including analysis, interpretation, and extraction of meaningful information to support operational or investigative outcomes
- Operating systems knowledge including Windows and Linux; server installation, configuration, and maintenance in virtualized and physical environments
- Knowledge of networking fundamentals, protocols, data storage, communication methodologies, and system architectures
- Knowledge and familiarity with Internet technologies including web browsers, email systems, file sharing platforms, and online data sources
- Demonstrate strong analytical and critical thinking skills, with the ability to solve complex technical problems where no predefined solution exists
- Demonstrate a high level of attention to detail, with experience producing clear, accurate, and defensible technical documentation or reports in regulated or high-accountability environments, ensuring strong documentation practices and evidentiary integrity.
- Possess strong written and verbal communication skills, including the ability to explain technical concepts to non-technical audiences such as investigators, legal professionals, or the courts
- Demonstrate sound judgment and decision-making in a role where actions may have legal, investigative, or organizational impact
- Be able to work independently while managing competing priorities, deadlines, and time-sensitive investigative demands
- Show a strong commitment to continuous learning and professional development in a rapidly evolving technical field
- *Demonstrate the ability to work with sensitive, confidential, and potentially disturbing material, including graphic digital evidence, while maintaining professionalism, objectivity, and emotional resilience in a high-impact investigative environment*

The following skills are considered assets:

- Experience working in a law enforcement, investigative, intelligence, or forensic environment
- Experience providing testimony, supporting court processes, or preparing materials for legal proceedings
- Experience with digital forensic tools such as Cellebrite Physical Analyzer, Magnet AXIOM, EnCase, or similar platforms (or comparable data extraction/analysis tools)
- Knowledge of relevant legislation, privacy concerns, or legal frameworks related to digital evidence

- Experience with scripting or programming languages (Python, Powershell) used for automation or data analysis
- Experience with database querying or structured data analysis (Ex. SQL or similar tools)
- IACIS Certified Forensic Computer Examiner (CFCE) designation
- GIAC Certified Forensic Examiner (GCFE) or GIAC Certified Forensic Analyst (GCFA) designation
- Magnet Certified Forensic Examiner (MCFE) Designation
- Cellebrite Certified Operator (CCO) or Cellebrite Certified Physical Analyst (CCPA) designation
- Canadian Police College courses: Computer Forensic Examiner (CMPFOR), Mobile Device Acquisition and Analysis (MDAA), Internet Evidence Analysis (IEAC), or equivalent
- CompTIA A+, Network+, Security+, or Cybersecurity Analyst+ certifications

The successful candidate is required to consent to a police security clearance, which includes the voluntary completion and submission of a personal disclosure form (lifestyle questionnaire), criminal and police records check, reference checks and truth verification through polygraph examination.

STEPS OF HIRING PROCESS

1. **Application Review** - All applications (cover letter and resume) will be reviewed for relevant qualifications, education, experience, training, and skills.
2. **Applicant Skills Testing** – Select applicants will be contacted to complete an in-person computer-based knowledge and skills assessment without access to internet or generative AI. The skills testing will be completed at the Lethbridge Police Service Headquarters.
3. **Interview, Personal Disclosure Form (PDF), and (for external applicants) Security Clearance Declaration** - Selected applicants will be contacted to schedule a Behavioral Descriptive Interview. As part of this stage:
 - **External applicants/non-LPS employees** will be required to complete a Personal Disclosure Form (PDF) **and** a Security Clearance Declaration.
 - **Internal LPS employees** will be required to complete a Personal Disclosure Form (PDF) **if** they have not previously completed a Polygraph Examination with LPS **and** are applying to a position requiring a higher level of access than their current role.
4. **Police Fingerprinting Check** - Completion of a satisfactory police fingerprinting check.
 - Applicable to external applicants/non-LPS employees.
5. **Polygraph Examination Procedure** - Successful applicants will be required to complete a Polygraph Examination Procedure.
 - Applicable to external applicants/non-LPS employees.
 - Applicable to internal LPS employees who have not previously completed a Polygraph Examination with LPS **and** who are applying to a position requiring a higher level of access than their current role.
6. **Security Clearance Check** - A Security Clearance Check will be conducted.
 - Applicable to external applicants/non-LPS employees.
7. **Reference Verification** - A minimum of three professional references will be conducted

- Applicable to external applicants/non-LPS employees.
8. **Selection and Offer** - Successful candidate(s) will be selected and offered the position.
 9. **Fair and Uniform Process** - All components of the selection process will be administered, scored, evaluated, and interpreted in a fair and uniform manner.
 10. **Estimated Timeline** - The hiring process may take approximately two to three months.

Qualified candidates are invited to submit their resume with cover letter, online at:

<https://lethbridgepolice.bamboohr.com/careers/563>

Submissions will be accepted until Friday July 3, 2026 at 4:00PM MST

For further information on this opportunity, please contact: Sergeant Darren Birrell by email at darren.birrell@lethbridgepolice.ca

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Facility Dogs

As a prospective employee it is important for you to know that LPS has two facility dogs in the workplace. LPS facility dogs are here to support our employees in positive, constructive manner. Further, LPS facility dogs support the emotional needs of victim's and or witnesses through the Criminal Justice Process. A Facility Dog is directed by a professional with specialized expertise. Facility dogs frequent many areas of our building. In addition, we have police service dogs. Our police service dogs have minimal interaction with employees on site under the supervision of a trained handler.

Landed Immigrant/Citizenship Status Canada

The Lethbridge Police Service welcomes employment applications from those who are Canadian Citizens or Canadian Permanent Residents. As an employer, we are unable to sponsor Canadian Work Permits/Visas or Permanent Residence applications at this time.

Work Location

LPS employees are required to carry-out their assigned duties in-person at a Lethbridge Police Service facility. Our Lethbridge Police Service Headquarters are located at 135 1st Avenue South Lethbridge, AB T1J 0A1**

“THE CITY OF LETHBRIDGE IS AN EQUAL OPPORTUNITY EMPLOYER”

We thank all applicants in advance for their interest.
We will only contact individuals selected for interviews.