



Make a Difference

**MAINE**

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### PLANNING & RESEARCH ASSOCIATE I

#### OPTION: COMPUTER CRIMES (VASSALBORO)

**Code:** 003903

**Pay Grade:** 20 (\$15.66 – \$21.10/hr.)

**Open for Recruitment:** October 7, 2016 - October 21, 2016

#### JOB DESCRIPTION

This is professional services work in conducting, collating, analyzing, and disseminating computer crimes information utilizing state-of-the-art forensic computer analysis and tracking software. You will be required to maintain chain-of-custody records on incoming evidence. This may include the use of an evidence information management system. You will also record all notes and observations and will be required to testify to those notes and observations in courts of law. You will also provide additional assistance to law enforcement through training, assisting operation personnel in conducting covert operations, research and other tasks. In this job, you will be exposed to sexually explicit materials.

#### Typical Duties

- Cybertip downloads from the NCMEC VPN
- Social network/database research and backgrounds on suspects.
- Request subpoenas through the Attorney General's Office.
- Assist detectives with evidence at search warrant scenes.
- Review and triage child pornography internet cases.
- Responsible for evidence submissions and dissemination at the CCU lab.
- Assist with community outreach in regards to cyber safety.

#### MINIMUM REQUIREMENTS

In order to qualify, you must have a six (6) year combination of education, training, and/or experience providing a knowledge of the principles of research and planning. ***Preference will be given to candidates with investigative research using open source data sources and Access Database experience.***

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$365.97 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

**Value of State's share of Employee's Retirement: 15.85% of pay.**