



MINNEHAHA COUNTY
invites applications for the position of:

Digital Discovery Technician

Strong Foundation. Strong Future.

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$19.86 - \$21.39/Hour **OPENING DATE:** 12/19/18 **CLOSING DATE:** Continuous

GENERAL INFORMATION:

The [Minnehaha County State's Attorney's Office](#) invites applications for a Digital Discovery Technician to provide professional support by editing and preparing discovery for viewing and courtroom presentation. **Please attach a cover letter to the online application.**

This posting will remain open filled. The review of applications will begin on January 2nd.

EXAMPLES OF DUTIES INCLUDE:

Review collected video footage and audio recordings for pertinent events. Duplicate and redact jail audio/video communications and patrol car/body camera videos for storage, retrieval and courtroom presentations and related courtroom testimony using the State's Attorney's Case Management system. Duplicate and redact digital videos, audio recordings and photographs for storage and retrieval. Convert proprietary video and audio recordings from outside law enforcement agencies, other government entities, retail businesses, or other applicable sources to useable formats. Submit video and audio recordings into evidence and produce a working copy to end users. Coordinate the evidence transfer to and from the courthouse for legal proceedings. Provide for the release and return of all evidence after cases are closed and appeals are expired. Oversee the security and storage of cold case and closed case files.

MINIMUM QUALIFICATIONS:

Associate's degree in criminal justice or a related field with two years of experience in law enforcement or a related field or a bachelor's degree in criminal justice, computer science, or closely related field with relevant experience. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process. Ability to work with highly sensitive, confidential, or classified information. Must be able to be approved by local, state, and federal law enforcement organizations for access to sensitive, confidential, or classified criminal database systems. Ability to communicate effectively verbally and in writing. Ability to establish and maintain relationships with employees, supervisors, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Thorough knowledge of digital photography, video techniques, technical equipment for copy and editing patrol car and body camera videos, surveillance video and other media, data compression, digital file conversion, storage and file formats, non-linear editing, and multimedia presentation. Working knowledge of South Dakota law and law enforcement policies and procedures. Knowledge of evidence processing collection, packaging, and handling, as well as chain of evidence.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #19-07
DIGITAL DISCOVERY TECHNICIAN
JA

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.