



State of New York
Offices of the Inspector General
Forensic & Information Technology Associate
Downstate Regional Office (based in New York City)

The Office of the New York State Inspector General [“NYSIG”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

Collectively, the four offices are known as the Offices of the Inspector General [“OIG”].

Job Description

OIG seeks a Forensic & Information Technology Associate (FITA), based in New York City. The FITA is a hybrid role working under the supervision and direction of the Director of Information Systems and the Director of Digital Forensics to provide both statewide support for OIG’s information systems and IT infrastructure as well as investigative support to the Digital Forensics Unit in the downstate region. Principle duties in the information technology space include regular maintenance of OIG information systems; configuration and deployment of OIG electronic assets; and the provision of general technology support to OIG staff. The FITA is expected to have expertise in assembling and disassembling computers and must be well-versed in hardware, software, tool testing and validation. Supplemental digital forensic duties include the acquisition, preservation, and examination of data from computers, seized digital media, and other electronic storage devices; conducting social media and other digital investigations; and presenting forensic findings and preparing investigative reports. The FITA is expected to regularly interface with all parties engaged in OIG investigations.

While the position is based in New York City, the FITA will be responsible for all the downstate regional office locations (including Suffern and Hauppauge), so frequent statewide travel is required.

Minimum Qualifications

Position requires a Bachelor of Science Degree in Information Technology and Information Systems, Computer Science, Computer Engineering, or a related field along with 1-2 years of applied work experience in a public or commercial technology environment. Candidate must have the following experience in technology and information systems including (but not limited to):

- Hands-on hardware (computers, servers, networks, printers, scanners, and network cabling) experience required.
- Excellent knowledge of Microsoft Server Operating Systems and Desktop Operating Systems, Windows 7, 10.
- Strong familiarity with Active Directory and Group Policy.
- Excellent trouble-shooting experience (hardware, software, TCP/IP, applications, OS) required.
- Strong skills in diagnosing and root cause analysis of technical issues.
- In-depth understanding of digital forensic concepts, chain of custody and electronic evidence handling processes.
- Applied knowledge of computer and mobile device forensic imaging, extraction, and analysis.
- Excellent communicator and ability to collaborate in a team-based environment.

Familiarity with NIST framework, digital forensics, and cybersecurity as well as possession of any of the following information technology certification is preferred: CompTIA A+, CompTIA Network+, CompTIA Security+, IACIS Certified Forensic Computer Examiner (CFCE), ISFCE Certified Computer Examiner (CCE), or similar general/vendor specific certifications.

This is a Management Confidential position that is appointed by the Inspector General. New York State residency is required. The salary range is \$59,038-73,259 (Grade 18 equivalent).

To Apply:

The deadline for applying is June 30, 2022. Please email resume and cover letter, referencing **Job ID #22-0224** in the subject line, to:

jobs@ig.ny.gov

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