Human Resources
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Forensic Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP348	**Public Safety**	**Forensic Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**August 14, 2026**

The Forensic Analyst provides expert-level intake, extraction, analysis, and reporting on criminal evidence obtained from social media and electronic device extractions. Works primarily with the Criminal Investigations Division, the Technology Division, or the Sheriff's Office to establish and follow standardized procedures for handling digital evidence. Becomes familiar with specific investigations and utilizes tools and training to reconstruct communications, locations, and the general use of mobile devices and social media related to the planning, execution, and concealment of criminal activity. Assists specialty units with investigations and creates intelligence briefs on bad actors identified through social media.

Job Description

DUTIES AND RESPONSIBILITIES

- Intake digital evidence and perform safe data extractions, including actively monitoring social media for events that may indicate criminal activity. Capture these events safely and identify associated users.
- Creates timelines, maps, and locates communications to understand the full digital footprint of crimes. Organize information related to people, scenes, vehicles, and timelines for each homicide and/or other crimes, primarily using mobile device extractions and social media warrant returns.
- Monitor dangerous online public behavior and communicate immediate threats to appropriate personnel.
- Respond to investigative and major callouts at the direction of the division chain of command. Assist with on-scene digital evidence extraction and identification of witnesses and their backgrounds. Determine which digital media should be preserved to support the investigation.

- Master and review systems and databases that assist in identifying offenders and witnesses, including jail phone calls, multi-agency shared reporting systems, and open-source search methods.
- Maintain detailed logs for homicides and other violent crimes as deemed appropriate.
- Ensure forensic equipment remains in proper working order by installing software updates, cleaning hardware, and managing storage appropriately.
- Develop materials and lead briefings with specialized BCSO units and local/federal partners on current trends and threats identified on social media, including known crime drivers.
- Use records analysis to generate additional investigative leads and recommendations to identify emerging crime drivers.
- Conduct test-analysis and physical inspections of mobile devices to improve mapping accuracy and reporting quality in forensic examinations.
- Maintain and train personnel on social media platforms, including new and emerging technologies accessible to the public.
- Meet with prosecutors and investigative teams to provide case updates and ensure ongoing pursuit of all possible digital leads.
- Create and maintain dashboards for various criminal investigative divisions to track case statuses and performance metrics.
- Conduct field briefings for officers across the department, highlighting current trends and emerging threats.
- Develop and deliver training sessions for officers and prosecutors based on specialized expertise gained through this work.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Forensic Science or Digital Forensics from an accredited college or university.
- Two (2) years of directly related experience.

*Any equivalent combination or related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.

- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- All positions may be required to work various shifts and be scheduled per department needs.
- Employee must pass and attend the required training as assigned.

WORKING CONDITIONS

- Duties are performed primarily indoors.
- Indoor work takes place in a temperature-controlled environment.
- Work hazards may include fieldwork in adverse weather conditions, exposure to stressful situations involving individuals in crisis, and other unpredictable circumstances. Overall physical demands are minimal.
- Fieldwork and home visits occur on a regular basis.
- Employee may work a flexible schedule, including rotating on-call shifts.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses computers and communication equipment on a daily basis.
- Frequently uses facility keys, County vehicles, County laptop, and County cellphone.