



# STATE ATTORNEY'S OFFICE

## CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,  
INTEGRITY, AND RESPECT.

**LOCATION:** Lee County

**DIVISION:** Systems Integration and Development Department

**POSITION TITLE:** **Digital Evidence Specialist**

The Systems Integration and Development Department is seeking a creative and energetic individual to join our team. This individual will hold a circuit-wide position with a primary focus on assisting the office with digital evidence needs as we continue to receive, process, and store digital media evidence.

**POSITION SUMMARY:** This position is primarily responsible for assisting the Systems Integration team with managing and importing evidence, particularly digital evidence, and various tasks surrounding the management of digital evidence within the office. This individual will cross-train within the Systems Integration Department and work closely with our Quality Assurance and Multi-Media Directors to fulfill tasks and responsibilities. This position may require occasional travel to other sites or offices to assist with digital media imports.

**POSITION RESPONSIBILITIES:**

- Manage and fulfill incoming physical and electronic media requests
- Manage and fulfill Community and Trusted Upload Requests
- Establish Axon Cases and Import Evidence
- Seal and Expunge Axon Digital Media, when applicable
- Transfer media files from on-site storage to Axon
- Assist with office projects and evolving needs

**EDUCATION AND TRAINING:**

A high school diploma or equivalency and one (1) year of clerical or office experience or an equivalent combination of training and experience. Knowledge of the Criminal Justice System, preferred.

**SKILLS AND ABILITIES:**

- Take initiative while working both independently and in a team environment
- Work and make decisions under pressure and meet all deadlines, goals and objectives set forth
- Communicate effectively, both orally and in writing
- Knowledge of software tools and utilities, including, but limited to, Microsoft Suites and IJIS
- Respond quickly and collaborate with necessary teams to ensure high quality and on-time deliverables
- Establish and maintain effective working relationships with supervisors, staff, partner agencies, and the public

Please email resume and completed Employment Application to [supportstaffapplicant@sao20.org](mailto:supportstaffapplicant@sao20.org)