

COOK COUNTY SHERIFF'S OFFICE



Job Title: Cybercrimes SVU Intern

Characteristics of the Position

General Overview

The Cook County Sheriff's Office (CCSO) is seeking an Intern for the Cybercrimes Special Victims Unit. The intern will be working with the Cook County Sheriff's Police Department (CCSPD) and specialized units within the CCSO. This internship encourages both independent and collaborative partnering. Skills in technology, social media trends & analysis, reporting, planning, and maintaining databases will be utilized. The CCSO is highly focused on the reduction of violent crime through research and exceptional customer service. Working closely with SVU and SOC investigators, the intern plays a critical role in assisting and learning several key functions. The intern will work with staff to assist with projects as directed, be responsible for assisting in preparations of subpoenas, the creation of databases for service providers, upkeep of data excel sheets, analyzing social media trends, and performing knowledge of undercover personas. The interns will also assist in administrative duties and activities within the department.

Key Responsibilities and Duties

Assist SVU Investigators in preparation of preservation letters and subpoenas.

Assist in Open-Source Intelligence, working with social media platforms, (e.g. Facebook; Instagram; Tik Tok; Snapchat; etc.), and online gaming platforms (e.g. Twitch; Discord; etc.) and others.

Creating and managing of databases for service providers.

Keep a working knowledge on which providers requires nondisclosures, law portal sign on, and which providers requests certain information for submissions.

Manage the NCMEC Excel Spreadsheet, keeping all data up to accurate and up to date.

Analyze online trends involving social media and gaming, staying up to date with news, and the latest apps, games and social media and online gaming systems and platforms.

Develop knowledge on undercover personas, keeping log of each undercover account, developing emails, app accounts and passwords.

Knowledge, Skills and Abilities

Advanced proficiency in the use of computers and standard software such as Microsoft Word, Excel, and Access; ability to prepare graphs, charts, tables, and other illustrative documents.

Ability to create, edit, and analyze data; ability to collect, analyze and evaluate evidence, statistics and other information to draw logical conclusions.

Ability to produce reports on demand and in a timely fashion.

Ability to analyze social media trends, including but not limited to news, latest applications, and latest games and systems.

Good attention to multifarious detail demonstrated by accurate proofreading, verification, and editing complex data, and transcribing and cross-referencing data from personal computer and documents.

Advanced proficiency in maintaining data across several databases.

Excellent diplomatic communication skills to inquire and gather information from others and get along well with others (working in a team environment).

What Interns Gain...

The Cook County Sheriff's Office (CCSO) prides itself in providing a mutually beneficial relationship with all interns. This internship provides working knowledge of the Cybercrimes space, with specialized knowledge in the Special Victims Unit. In the end, the CCSO want all interns to walk away with a strong knowledge in analyzing social media trends, data analysis and database management.