

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
POSITION VACANCY NOTICE**

Position Title: IT Security Specialist
Vacancy Announcement No.
Location: Savannah, GA



Opening date: March 23, 2023
Closing date: Open Until Filled

STARTING SALARY: CL27 \$55,266 – \$69,107

Salary determined by qualifications and federal court experience as set in the Qualifications section of this Notice. Promotion potential to Classification Level (CL) 28 is without further competition.

POSITION OVERVIEW:

The IT Security Specialist is responsible for administering the information technology security policies, documentation, procedures and compliance within the court units. The incumbent plans, develops, implements, and supports the IT security initiatives within the district. The IT Security Specialist will collaborate with the Chief Technology Officer to identify and document system deficiencies or vulnerabilities and the resulting corrective actions. The incumbent also acts as a back-up to the IT Support Technicians.

The IT Security Specialist provides actionable advice to improve IT security and serves as a team lead to fulfill the security objectives of the court and comply with policies established by the Administrative Office of the U.S. Courts. The incumbent will actively engage users in security best practices and draft policies for both technical and non-technical personnel. The incumbent will also develop and deliver training to a variety of users.

Representative Duties:

- Keep abreast of national security policies and procedures which are disseminated by the Administrative Office.
- Advise and assist the Chief Technology Officer and local court IT Security Office in the development and administration of local court unit security policies and procedures that are compliant with national policy and guidance.
- Explore new and innovative information technology policies that will constructively transform the information security posture of the court units. Make recommendations to local court management regarding best practices and implement those changes approved by the court.
- Using automated security tools like NESSUS and SPLUNK, regularly conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- Develop, update and maintain documentation related to all aspects of enterprise IT systems.
- Assist with the management of information security projects (or security-related aspects of other projects) to ensure milestones are completed in the appropriate order and on schedule.

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- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the court's information technology security services to ensure compliance.
- Coordinate with Chief Technology Officer to facilitate the patching and mitigation of identified vulnerabilities for both hardware and software systems.
- Coordinate with national IT governance structures to identify, document, and coordinate the remediation of vulnerabilities and improvements identified during IT security assessments or audits.
- Perform IT technical support assistance to local court personnel.

QUALIFICATIONS:

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible technical, administrative, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: Specialized Cybersecurity education is required. Specialized experience in progressively responsible technical or administrative positions requiring the regular and recurring application of procedures that demonstrate the ability to successfully perform the duties of the position. Such work should have involved the routine use of specialized terminology and automated software and peripherals.

Preferred Experience: Bachelor's degree in computer science or related field. CompTIA A+ and Network+ Certifications. Experience with recent versions of software including Microsoft Active Directory, Windows 8/10, Office 365, Outlook. We value direct experience developing and drafting company or agency policies and procedures as well as the evaluation of IT practices and systems for vulnerabilities. Professional experience identifying training needs and meeting them internally or externally is desired. IT audit or compliance experience is also desired.

The successful applicant will also possess:

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Structured writing skills related to documentation, policies and compliance work;
- Initiative and an eagerness to learn and take on new challenges;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong collaboration skills with IT and other court staff;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications.

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BENEFITS:

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes ten paid federal holidays, annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, matching, tax-deferred and/or Roth Thrift Savings Plan, flexible spending accounts for health and dependent care and long-term care insurance.

APPLICATION PROCEDURE:

To apply for this position, please submit the following items combined into a single, pdf document titled IT Security Specialist 23-02: a cover letter, a resumé, and the **Federal Judicial Branch Application for Employment** (this form can be found on our website, www.gasd.uscourts.gov).

- Complete applications should be submitted by email to: gas_permgr@gas.uscourts.gov

***** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER *****

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory favorable background checks. The U.S. Courts require employees to adhere to a **Code of Ethics and Conduct**. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.*