

UNITED STATES DISTRICT COURT



District of Maine Position Vacancy Announcement

POSITION TITLE: IT Security Officer

POSITION TYPE: Permanent, Full-Time

LOCATION: U.S. District Court, Portland, Maine

SALARY RANGE: CL 28 (\$69,023 - \$112,172)

STARTING SALARY

RANGE: CL28 Step 1 to Step 25 (\$69,023 to \$86,283 per annum). Starting salary depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of specialized experience and required qualifications.)

OPENING DATE: December 9, 2021 and March 3, 2022

CLOSING DATE: Open until filled

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

POSITION OVERVIEW:

The IT Security Officer primarily performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support for the court. The incumbent provides IT security and serves as a team lead to fulfill security objectives within the court.

POSITION DUTIES AND RESPONSIBILITIES:

- Review, evaluate, recommend, and enact change to the district's technology security programs. Promote and provide support of existing information security services, including those that are pertinent to network infrastructure, locally developed and nationally supported software applications, software, data, voice, and video telecommunications, mobile/remote access, and other technologies used by the court.
- Provide technical advisory and remediation services to securely design, implement, maintain, or modify IT systems and networks. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate personnel of the risk potential. Recommend changes to ensure the reliability of information systems and to prevent and defend against unauthorized access to systems, networks, and data.

- Provide technical advisory services on matters of IT security, including security strategy and implementation, to court executives, and other senior court staff. Educate project stakeholders about security concepts. Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the court's information technology security services.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place, documented and enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- Manage information security projects (or security-related aspects of other IT projects) to ensure milestones are completed in the appropriate order and according to schedule. Prepare special management reports for the court as needed.
- Perform routine scans and remediations to system vulnerabilities and monitor for outdated applications and security related matters.
- Serve as team lead in the administration of IT security-related automated tools, including but not limited to antivirus products, operating system/software patch management mechanisms, web security/filtering platforms, system logging facilities, and locally installed firewall appliances.
- Promote awareness and adoption of security best practices based on the Administrative Office Guidelines and security practices.
- Serve as a liaison with court stake holders to integrate security into the system development lifecycle.

Secondary Representative Duties (May Include Backup to Network Administrator)

- Install and maintain server operating systems, infrastructure equipment, and applicable software to manage network infrastructure.
- Network and server support (LAN and WAN access), including routers and switches.
- Create and monitor user accounts, assign passwords and provide security training as needed.
- Monitor and assure backup routines are successful and operating as expected. Assist in disaster recovery operations and testing, including network performance, web usage/monitoring and design.
- Monitor, maintain and resolve issues related to the court's SAN and converged media appliance.
- Maintain wireless network within the courthouse.
- Assist in managing Active Directory.
- Perform other duties as assigned.

QUALIFICATIONS:

Five years of professional IT security experience is preferred. Experience may include:

- Extensive knowledge of IT systems and network security, network traffic analysis, computer hardware and software, and data communications.
- Creation of IT security awareness training programs for users and IT staff.
- Ability to identify and analyze security risks and implement resolutions.
- Knowledge of anti-virus, anti-malware, application control, web threat protection and endpoint security controls. Knowledge of and experience with enterprise-level firewalls (Cisco ASA / Palo Alto). Understanding of incident response processes, including the ability to implement plans and procedures.

A bachelor's degree or higher in the information technology field from an accredited institution is preferred.

Any of the following certifications are highly desired:

- CompTIA Security+
- CompTIA PenTest+
- CompTIA Cybersecurity Analyst (CySA+)
- CompTIA Advanced Security Practitioner (CASP+)
- Certified Information Security Manager (CISM)
- Certified Information Systems Security Professional (CISSP)
- SANS GIAC Security Essentials (GSEC)
- Certified Ethical Hacker (CEH)
- Offensive Security Certified Professional (OSCP)
- Certified Cloud Security Professional (CCSP)

- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of management, staff, and judicial officers.
- Skill in project management, organizing information, managing time, and balancing multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Self-motivated, detail-oriented and organized.
- Ability to manage multiple priorities and problem solve under pressure.
- Must possess excellent verbal and written communication skills.
- Must present a professional demeanor, positive personality, and work well in a team environment.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a 10-year FBI background check (including references, criminal history, and credit history) as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- Proof of COVID-19 vaccination will be required of the candidate selected for this position.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage

- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

HOW TO APPLY:

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references; and
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>)

Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with “IT Security Officer” in the subject line.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

This position will remain open until filled.

The U. S. District Court is an Equal Opportunity Employer