

IT Security Officer Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** 2020-ITSO
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by June 21, 2020.

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The IT Security Officer (ITSO) is responsible for all aspects of IT security policy, planning, development, implementation, training, and support for all court units within the Fourth Circuit.

This position offers a unique opportunity to work independently as well as collaboratively in managing the Circuit's IT security function. In addition to overseeing the security of court information and communication systems, the ITSO develops and implements new protocols, and assists with the creation and implementation of national security policies as well as the overall promotion of the Judiciary's security program. This position supervises an IT Security Specialist.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate is capable of developing and managing IT security initiatives for a variety of functions, has excellent interpersonal skills, has an outstanding work ethic, has unquestioned integrity, is attentive to details, and is committed to excellent customer service.

OVERVIEW OF DUTIES

- Develop security plans and procedures covering mobile devices, IP-based voice and video services as well as home and enterprise computer configurations including security operation, incident response disaster recovery, physical security of assets, continuity of operations, etc.
- Prepare, conduct, and coordinate training on security topics and the implementation of network management and security software tools.
- Provide advice and direction to judges and senior managers on matters of IT security, including safeguards and implementation of national initiatives.
- Perform security analysis of IT activities. Conduct risk and vulnerability assessments.
- Provide technical advice to securely design, implement, maintain, and/or modify IT systems and networks.
- Prepare budget request justifications.
- Develop work assignments and standards and supervise the activities of IT Security staff.
- Perform other duties as assigned or necessary.

SALARY RANGES

- **\$75,493-\$122,705** (CL-29) with promotion potential without further competition, or
- **\$89,215-\$144,992** (CL-30), depending on experience and qualifications.

QUALIFICATIONS

Required Qualifications

- Five (5) years of full-time specialized experience. (Internal candidates: one year of experience must be equivalent to CL-28 or CL-29, respectively.)
- Expert in-depth knowledge of computer hardware, software, networks.
- Expert in-depth knowledge of theories, principles, practices, and techniques of data communications and network management, traffic, and security.
- Strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Knowledge of anti-malware and endpoint security controls. Knowledge of IPsec and the ability to use it to protect data, voice, and video traffic.
- Experience designing security architecture roadmaps.
- The incumbent must always manifest the highest degree of professionalism, courtesy, tact, and diplomacy; have excellent written, oral, and interpersonal skills; and unquestionable integrity.
- Ability to work independently and in a team environment as well as the ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.
- Work is performed in an office setting with occasional travel. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

Preferred Qualifications

- Bachelor's degree in Computer Science or a related field.
- CISSP, CISM, or equivalent certification.
- Staff supervisory or leadership experience.

APPLICATION PROCEDURE

Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional or personal references; and (3) an **AO78–Application for Employment** to the ACE for Human Resources at vacancy@ca4.uscourts.gov in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.) Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement.

BENEFITS

The Court offers a robust and competitive benefits package.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees **Retirement** System (FERS) and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy (budget dependent)**.

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

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, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.