

# IT Security Specialist Career Opportunity



## U.S. Court of Appeals for the Fourth Circuit

WEBSITE  
[ca4.uscourts.gov](http://ca4.uscourts.gov)

PHONE  
804-916-2184

- **Announcement #:** 2020-ITSS
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by May 18, 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 Specialist is responsible for all aspects of IT security policy, planning, development, implementation, training, and support. This is a new position that presents a unique opportunity for the incumbent to serve as a resource for multiple court units with varying responsibilities within the Circuit.

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 well versed in all aspects of information technology and capable of 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

- Review, evaluate, and make recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court.
- Provide technical advisory services to securely design, implement, maintain, or modify critical IT systems and networks.
- Research and identify potential vulnerabilities in, and threats to technologies.
- Provide advice and recommend best practices on matters of IT security and strategy. Assist in the development, maintenance, and implementation of security policies.
- Establish mechanisms to promote awareness and train employees.
- Perform other duties as assigned or necessary.

### SALARY RANGES

- **\$63,476-\$103,204** (CL-28) with promotion potential without further competition, or
- **\$75,493-\$122,705** (CL-29), depending on experience and qualifications.

## QUALIFICATIONS

### Required Qualifications

- Two (2) years of full-time specialized experience. (Internal candidates: one year of experience must be equivalent to CL-27 or CL-28, respectively.)
- Sound knowledge of current IT concepts, principles, and theories.
- Familiarity directing, planning, coordinating, and integrating IT security initiatives.
- Ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.
- Consistently exhibit the highest standards of excellence and integrity as well as a courteous, professional, and cooperative attitude.
- Excellent customer service and interpersonal skills, verbal and written communication skills, attention to detail, and ability to work in a team setting or with minor supervision.
- Understanding of firewalls, proxies, SIEM, Antivirus, IDS, and IPS concepts.
- Ability to identify and mitigate network vulnerabilities.

### Preferred Qualifications

- Bachelor's degree in Computer Science or a related field.
- Experience analyzing IT security issues and providing solutions.
- Familiarity with legal terminology and court processes.
- Familiarity in working with outside contractors and vendors.

## 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](mailto: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.**