



## United States Court of Appeals for the Fourth Circuit Notice of Vacancy

**Announcement #:** 07-2015-ITSO  
**Position:** IT Security Officer  
**Salary Range:** CL 29-CL 30 - \$68,106-\$130,818 (Salary is commensurate with experience and qualifications.)  
**Appointment:** Permanent/Fulltime  
**Duty Station:** Richmond, VA  
**Closing Date:** Open until filled - To ensure consideration, submit required application documents by August 23, 2015.

*Note: The "closing/apply by" date on this position has been extended. Anyone who applied to the previous announcement does not need to reapply.*

### Position Overview

The IT Security Officer (ITSO) performs professional work related to the operation and management of IT security policy, planning, development, implementation, training, and support for all court units within the Fourth Circuit including the Fourth Circuit Judicial Council. The incumbent ensures the integrity, confidentiality, and availability of systems, networks, and data. The ITSO provides direct, day-to-day operational support for all network and communications related systems utilized by the Circuit Executive's Office. The ITSO collaborates with the U.S. Courts' national IT Security Office to assist with the creation and implementation of national security policies and the promotion of the Judiciary's security program while also working with all court units within the circuit to establish and raise the security baseline. This position reports to the Assistant Circuit Executive (ACE) for Automation and Technology.

### Representative Duties (Not all inclusive.)

- Provide daily operational support for all network, IT data, and voice systems for the Circuit Executive's Office as directed. Develop security plans and procedures for the circuit, covering mobile devices, IP-based voice and video services, and home and enterprise computer configurations, which include security operations, incident response, disaster recovery, physical security of assets, continuity of operations, etc.
- Perform security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify potential vulnerabilities and threats to existing and proposed technologies. Notify the appropriate personnel of the potential risks and protection requirements.
- Provide advice and direction to judges, court unit executives, and senior court staff on matters of IT security, including security strategy, safeguards, and implementation of national initiatives. Assist courts in developing policies and procedures to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Provide technical advisory services to securely design, implement, maintain, and/or modify information technology systems and networks that are critical to the operation and success of all court units within the circuit. Prepare, conduct, and coordinate training on security topics and on the implementation of network management and security software tools.
- Develop, analyze, and evaluate new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, policies and programs for automation, telecommunications, hardware and systems administration, and other technology utilized by the circuit court. Make recommendations, and prepare justifications for budget requests as necessary and implement changes.
- Provide direct support and assistance to court units within the circuit on IT security-related matters, including assistance with LAN policy settings and secure access methods, and remote/mobile access.
- Coordinate and track responses for the Court of Appeals and other court units within the circuit to security and bandwidth utilization alerts. Conduct network traffic assessments and root cause analysis of any security breaches. Prepare reports and notify appropriate personnel as necessary.
- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the circuit's information technology security services. Promote awareness and adoption of security best practices throughout the circuit.

## Required Qualifications

- Bachelor's degree, preferably in Computer Science or related field.
- Minimum of five years of professional IT security experience including at least one year equivalent to work at CL-28 in order to be eligible for CL-29, or at least one year equivalent to work at CL-29 in order to be eligible for CL-30.
- CISSP, CISM, or equivalent certification is strongly desired.
- 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 applicable programming languages such as Visual Basic, Java, PHP, and SQL. 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.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills, including the ability to use tact and diplomacy in dealing effectively with all levels of Court personnel.
- The ability to work independently and in a team environment.
- Occasional travel within and outside the Circuit.
- Ability to lift up to 40lbs.

## Employee Benefits

Employees of the U.S. Courts are not classified under Civil Service; however, they are entitled to the same benefits as other federal employees, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal Thrift Savings Plan.

## Application Procedure

To apply, 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 references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the Human Resources Administrator at **ce04\_vacancy@ca4.uscourts.gov**. Please include the title of the position in the subject line and the source of the announcement in the cover letter. Receipt of application will be acknowledged. Following receipt acknowledgment, only those selected for an interview will be contacted.

## Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court based on the results of a ten-year background investigation (repeated every five years thereafter) that includes fingerprinting and records check. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position. Representative duties are not intended to reflect all duties performed by this position. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify the conditions of this job, 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 notice.

**The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**