



United States District Court for the Eastern District of Washington

VACANCY ANNOUNCEMENT

2022-12 IT Security Officer Spokane, Richland, or Yakima Washington

The United States District Court for the Eastern District of Washington is currently accepting applications for a permanent, full-time **Information Technology (IT) Security Officer**. Bring your passion for IT and public service to an agile, innovative, and committed team of experts dedicated to serving the Federal Judiciary, public, and bar!

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| Position: | IT Security Officer |
| Salary Range: | CL 28 - \$63,467 - \$103,208, depending on experience |
| Schedule: | Monday – Friday, 8 am – 5pm |
| Duty Station: | Spokane, Richland, or Yakima, Washington |
| Opening Date: | November 28, 2022 |
| Closing Date: | Open until filled – preference given to applications received before close of business on Monday, December 19, 2022. |

POSITION OVERVIEW:

The IT Security Officer is responsible for the court's IT security infrastructure and protocols, including policy development, implementation, audit, training, and support, and the provision of actionable advice consistent with the federal judiciary Information Security Program. Specifically, the incumbent takes a hands-on role in the use of log analysis, patch management, vulnerability scanning, web filtering, endpoint detection and response, phishing simulation and reporting, and open-source intelligence tools as well as the remediation of security vulnerabilities and containment, eradication, and recovery of security incidents. In addition, this position provides network administration and IT Help Desk support. The IT Security Officer reports to the IT Supervisor.

DUTIES:

- Review, evaluate, and make recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Promote and support security services available throughout the local court unit.
- Provide technical advisory services to securely design, implement, maintain, or modify IT systems and networks that are critical to the operation and success of the local court unit. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers/personnel of the risk potential.
- Provide advice on matters of IT security, including security strategy and implementation, to judges, court unit executives, and other senior court unit staff.
- Develop and administer local court security policies and remediate identified risks and implement security measures. Create and deploy methodologies, templates, guidelines, and procedures in support of the court's IT security framework.
- Develop, analyze, and evaluate new and innovative information technology policies that will constructively transform the IT posture of the court unit. Make recommendations regarding best practices and implement changes in policy.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Oversee adoption and implementation of national security protocols and best practices, systems, and measures, and ensure completion of the annual IT Security Scorecard.
- Recommend and implement approved changes to improve reliability of the court's IT systems and networks, and fortify their defense against unauthorized access to systems, networks, and data.
- Recommend, schedule, test, perform and validate deployment of patches, security updates, reconfigurations and other upgrades to servers, workstations, and network components.
- Establish mechanisms to promote awareness and adoption of security best practices.
- Provides day-to-day operational support for Microsoft, Cisco, and VMware based information technology infrastructure, including Windows servers and Active Directory.
- Monitor, troubleshoot, and repair the network, servers, and workstations in partnership with Network

Administrator; implement improvements for performance and security.

- Work with Network Administrator to maintain and support the Court's local area networks, storage devices, physical and virtual environment.
- Perform administrative support and troubleshooting of Microsoft Office 365, Active Directory and Group Policy
- Respond to help desk calls and e-mails and log problems in a help desk ticketing system as necessary. Provide information and assistance to users on desktop applications. Assist with the creation of new user accounts, user rights management and providing end user training as needed.
- Assist with coordinating and managing video conferencing as needed. Move and connect mobile audio/visual/teleconferencing equipment. Assist in providing additional audio/visual systems support as requested.
- Assist with system support and administration for VOIP telephone systems.
- Other duties as assigned.

QUALIFICATION/EXPERIENCE:

- Two years of **specialized experience**, or completion of a master's degree or two years of graduate study in an accredited university in business, information system technology, or other fields closely related to the subject matter of the position.
 - *Specialized experience* is defined as progressively responsible experience designing, implementing, or maintaining computer systems that include completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.
- Strong understanding of IT security best practices and demonstrated ability to analyze, design and implement, and train security procedures.
- Excellent written and oral communication, presentation, organizational and interpersonal skills. A professional demeanor is required.
- Strong troubleshooting abilities and customer service skills are mandatory. The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, could be required. Occasional lifting may be required.
- Strong understanding of network infrastructure. The ability to monitor network performance (availability, utilization, throughput, latency, and test for weaknesses.)
- Experience with firewalls, routing, and switching.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Bachelor's Degree in computer science or related field.
- CompTIA Security+ and/or CySA+ certifications strongly desired.
- Experience with or knowledge of vulnerability management programs, log analysis, incident response, training, scripting, and policy creating using programs such as Nessus Vulnerability Scanner, Splunk Log Management, PowerShell, KACE Patch Management, PDQ Inventory and Deploy, Forcepoint, Web Security, AirWatch/Workspace One MDM, and firewall ACL's.
- Preference will be given to those candidates who possess significant professional IT security experience, a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Knowledge and expertise in the theories, principles, practices, and techniques of network management and security, enterprise level IP firewalls, IT networks, network traffic computer hardware and software, and data communications are also highly preferred.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)

- Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a **high-sensitive** position within the federal judiciary. The successful candidate for this position will undergo an **Office of Personnel Management (OPM) background investigation**. Employee will be hired provisionally pending results of the background investigation and retention will depend upon a favorable suitability determination from this investigation. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants should submit their application package as **one PDF**, to include the following:

- a **cover letter** explaining how their experience relates to the position requirements,
- a **resume** detailing all relevant experience, education and skills, **and**
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website (www.waed.uscourts.gov).

Complete application packages may be submitted electronically to: hr@waed.uscourts.gov

Applications that do not include all information requested may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Excellence in Court Administration, and Optimal Service to the Public, Court, and Bar.
The United States District Court is an Equal Employment Opportunity Employer.