

Vacancy Announcement
CE-01/18
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **January 25, 2018**

Position Title: **Assistant Circuit Information Technology (IT) Security Officer**

Location: **Philadelphia, PA**

Closing Date: **Open until filled**

Type of Appointment: **Full-Time Temporary** (*one year and one day*)

Classification Level: **CL-28 or CL-29 (\$63,391- \$122,527) based upon qualifications and experience**

Position Overview

This position is located in the Circuit Executive's Office of the Third Circuit Court of Appeals. The incumbent is responsible for assisting with the implementation of local security policies, processes, and technologies that are consistent with the national information security program as well as for collaborating with other judiciary stake holders to establish, coordinate, and advance security priorities both at the Circuit level and across all court units within the Circuit. The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district courts and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania and the U.S. Virgin Islands.

Duties and Responsibilities

- Review, evaluate, and make recommendations on courts' technology security programs, including automation, telecommunications, and other technology utilized by the Circuit Court and by court units throughout the Circuit.
- Provide technical advisory services to securely design, implement, maintain, or modify information technology systems and networks that are critical to the operation and success of all court units within the circuit.
- Provide 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 weaknesses, risks, and protection requirements.
- Oversee the implementation of security on information systems and the generation of security documentation for system authorization and operation.
- Develop, analyze, and evaluate new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of all court units within the circuit.

Qualification Requirements

A high school diploma, or equivalent, is required. A Bachelor's degree in computer science or related field from an accredited four-year college or university (or equivalent experience) is preferred. A successful candidate must demonstrate at least three years of general office experience or other work that indicates possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. At least two years of specialized experience at or equivalent to the next lower grade in federal service is required. An applicant must possess in-depth knowledge of

computer hardware, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security. Ability to travel extensively (up to 50%) and on short notice is required. Successful candidate must have excellent interpersonal and communication skills (oral and written) with the ability to harmoniously with others, both technical and non-technical. Experience with configuring, maintaining, and using Websense, Tenable Security Center/Nessus, and Splunk is preferred. Educational substitutions may apply for general experience.

Benefits

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause. Employees will be hired provisionally pending the results of a background check/investigation. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter, and references on-line at www.ca3.uscourts.gov/vacancy-announcements. The court will only communicate with those applicants who will be interviewed.

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The U.S. Court of Appeals is an Equal Opportunity Employer