



United States Court of Appeals for the Third Circuit

Date: **November 18, 2022**
Position Title: **Assistant Circuit Information Technology (IT) Security Officer**
Vacancy Number: **CE 11/22**
Location: **Philadelphia, PA**
Position Type: **Full-time, Permanent**
Classification Level: **CL-28**
Salary: **\$69,339 - \$112,756 based upon qualifications and experience**
Closing Date: **Open until filled**

Position Overview:

This position is located in the Circuit Executive's Office of the Third Circuit Court of Appeals. The incumbent is part of a team that is responsible for and provides support to the court units within the Third Circuit. The Circuit Security team, working from a formal IT security plan, provides Risk Management, Vulnerability Management, and IT security innovation to the courts within the Third Circuit. Included in this is support for national tools, policy creation and review, training, risk management strategy, and an annual independent assessment process. 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.

Representative Duties and Responsibilities:

- Review, evaluate, and make recommendations on courts' technology security programs, including automation, 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.

Required Qualifications:

At least two years of specialized experience or completion of a master's degree or two years of graduate study in an accredited university in a field closely related to the subject matter of the position. Specialized experience is progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. An applicant must possess knowledge of IT, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security. The successful candidate must have excellent interpersonal and communication skills (oral and written) with the ability to work well with others, both technically and non-technically. The ability to travel extensively (up to 50%) is required.

Preferred Qualifications:

A Bachelor's degree in computer science or related field from an accredited four-year college or university (or equivalent experience) is preferred. Experience with configuring, maintaining, and using Websense, Tenable Security Center/Nessus, and Splunk is preferred.

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 high sensitive background check. Direct deposit of pay is required.

Application Instructions:

Submit résumé, cover letter, references, and completed AO-78, *Application for Federal Judicial Branch Employment* (version dated 12/21) on-line at www.ca3.uscourts.gov/vacancy-announcements. The application form (AO-78) is available at www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify or withdraw this vacancy announcement or to fill the position without prior written or other notice. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Circuit Executive may elect to select a candidate from the original qualified applicant pool.

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