



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Announcement No.	CE-02-02/24
Position Title:	Cyber Security Specialist I
Position Information:	Full-time, Temporary (<i>one year and one day</i>) with possibility of becoming permanent.
Classification Level:	CL-26; Salary Range \$58,135 - \$94,464 CL-27; Salary Range \$63,857 - \$103,811 <i>Starting salary dependent on qualifications and experience. Appointment at CL-26 has future promotion potential to CL-27, budget allowing and when determined qualified, without further advertisement.</i>
Open Date:	February 29, 2024
Closing Date:	Open until filled. Preference will be given to applications received by March 22, 2024.
Position Location:	Philadelphia, PA

Position Overview

This junior level IT security 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 and district and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands.

Duties and Responsibilities

- Use cyber defense tools for continual monitoring and analysis of system activity to identify suspicious and malicious activity.
- Perform analysis of log files from a variety of sources (i.e. individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security.
- Review, evaluate, and make recommendations on courts' technology security programs, including automation, and other technology utilized by the Circuit court and by court units in the Circuit.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and enforced.
- Participate in security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- Help 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

Qualified applicants must demonstrate knowledge of IT, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security. The successful candidate will have demonstrated excellent interpersonal skills, as well as excellent written and verbal communication skills with the ability to work well with others, both technically and non-technically. The ability to travel extensively (up to 50%) is required.

A high school diploma or equivalent and at least two years of general experience is required. To qualify for placement at the CL-26 level, a minimum of one year of specialized experience is required. For placement at the CL-27 level, a minimum of two years of specialized experience is required.

General experience is defined as progressively responsible experience utilizing personal computers, analyzing problems, and employing knowledge, skills, and abilities to assess solutions, communicating verbally and in writing, and the practical implications of alternate solutions. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Specialized experience is defined as progressively responsible experience working with computer networks, endpoints, and network management tools, including the understanding of principles, practices, and techniques of data communications and network management. Education may not be substituted for specialized experience.

Preferred Qualifications

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

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background investigation. Direct deposit of pay is required.

How to Apply

Applicants should email their résumé, cover letter, and a completed [AO-78, Application for Judicial Branch Federal Employment](#) to ca03db_CyberSecuritySpecialist@ca3.uscourts.gov. The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur 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.