



United States District Court Eastern District of New York

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Vacancy Announcement Announcement#: 24-17/ITSECOF

Position: IT Security Officer/Systems Specialist
Location: Office of the Clerk, 225 Cadman Plaza East
Position Type: Full-Time Permanent
Salary Range: CL 28, Step 1 – CL 28, Step 61* (\$81,709 - \$132,844)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Opening Date: Tuesday, May 7, 2024

Closing Date: Friday, May 24, 2024

The IT Security Officer/Systems Specialist performs work related to the implementation and administration of information technology security policies and practices, collaborates with other regional and national judiciary stakeholders on security-related matters and works with other court IT personnel, to identify and collectively advance security initiatives. The incumbent assists with network administration for the court, to include day-to-day operational support for the court's IT infrastructure, help desk support for end users and installation/configuration/troubleshooting of hardware and software systems.

DUTIES AND RESPONSIBILITIES:

- Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilizes standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Provides security analysis of IT activities to ensure that appropriate security measures are in place and are enforced.
- Reviews, evaluates, and makes recommendations on the agency's IT security programs, including automation, telecommunications, and other technology utilized by the court.
- Assists with the development and maintenance of local court unit security policies and procedures, and the implementation of security measures to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Develops, analyzes, and evaluates new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of the court. Makes recommendations regarding best practices.
- Oversees the implementation of security on information systems and the generation of security documentation for system authorization and operation. Manages information security projects (or security-related aspect of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule.
- Coordinates the court's response to SOC Alerts, virus alerts, and handles remediation.
- Ensure the department staff strives to meet all parameters as defined in the Administrative Office of the U.S. Courts (AO) mandated IT Security Scorecard, and consistently work towards continuous improvement in the Court's IT security posture. Ensure system log files are collected, analyzed, and stored according to AO policies and procedures.

- Analyze data from the asset and patch management, log collection, vulnerability scanning, end-point protection, and firewall tools for security incidents. Ensure corrective action is taken according to risk severity. Adhere to and enhance the Court's IT security posture by conducting network security assessments. Prepare and test backup and recovery procedures and disaster recovery plans.
- Remain current regarding emerging technologies and security issues.
- Provides hands-on installation, configuration, and deployment of court computing systems and mobile devices;
- develops software deployment packages; provides end-user training on hardware/software as needed; provides
- input and recommendations regarding IT-related projects; and manages large IT projects as assigned.
- Monitors and responds to day-to-day Help Desk activity, logs computer problems, and troubleshoots and repairs system issues. Provides information and assistance to end users on applications and software. Maintains high
- satisfaction (both internal and external) through successful and timely resolution of technical problems.
- Manages Active Directory, Window Server devices, VOIP NIPT phone systems, and the production of virtual
- environments (VMware, vSphere servers, View Desktops, and COOP environment).
- Maintain and support the court's local area networks (LAN), wide area networks (WAN), wireless technology
- (WiFi) and virtual network infrastructure (VLAN) technology. This includes routers, switches, firewalls, cabling,
- and all associated devices.
- Creates and documents all actions, practices, procedures, and processes and submits regular status updates.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

High school graduate or equivalent; minimum of three years of relevant security and network experience.
 Bachelor's Degree; experience with IT security tools and the ability to learn new tools and methods.
 Experience with System administration, including current Microsoft server and workstation operating systems, networking fundamentals, and troubleshooting techniques. High familiarity with networking/architecture and design and server management of various forms (e.g., Linux, Windows, vmware etc.).
 Ability to perform independent research and identify training needs.
 Ability to collaborate with individuals, teams of any size, and organizations of any size.
 The ability to work with other local and remote technical staff to identify, prioritize, and resolve security issues, especially those identified in security scans.
 Good judgment, be dependable, be a proactive self-starter, and demonstrate initiative in problem-solving.
 Exceptional ability to effectively communicate, articulate, and relate to co-workers and others with professionalism and integrity.

PREFERRED QUALIFICATIONS:

Experience with IT security tools used by the US Courts: Splunk, Nessus, KACE, Forcepoint, Trend Micro Apex One and Deep Security.
 Ability to create and maintain policies, end-user documentation, and instructions.
 Ability to perform internal IT security assessments and self-audits, and monitor policy adherence.

BENEFITS:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

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| 11 Paid Federal Holidays | Thrift Savings Plan (401k style) (optional) |
| 13 Days Paid Vacation (per year for the first three years) | Life Insurance (optional) |
| 20 Days Paid Vacation (after three years) | Long-Term Disability Plan (optional) |
| 26 Days Paid Vacation (after fifteen years) | Long-Term Care Insurance (optional) |
| 13 Days Paid Sick Leave | Medical, Dental & Vision Coverage (optional) |
| Participation in Federal Employees Retirement System | Credit Union Participation |
| Health, Dependent & Commuter Reimbursement Programs (optional) | |
| Fitness Center Membership (fee req'd, optional) | |

APPLICANT INFORMATION:

All applicants must be U.S. Citizens. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). The applicant selected for this position will be required to submit to and successfully complete a full

background investigation which includes fingerprinting, criminal record, education and credit check.

Every five years thereafter, the selectee will be subject to an updated background investigation. The appointment is provisional, and retention is contingent upon a favorable suitability determination of the background check and completing a one (1) year probationary period. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

HOW TO APPLY:

Interested applicants should submit the following (include vacancy announcement number) **in one PDF document** to the court's employment application box: <https://edny.app.box.com/f/258d3f9e25254fb3bd77a09137c7dd4b>

1. Letter of interest (cover letter);
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#), which is [located here](#)

Address your cover letter to:

**Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

The U.S. District Court is an Equal Opportunity Employer.