



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

IT SECURITY SPECIALIST

ANNOUNCEMENT NUMBER

22-WAW-12

ANNOUNCEMENT DATE

Open until filled; preference given to resumes received by January 23, 2022

The United States District Court for the Western District of Washington is seeking a highly qualified IT Security Specialist. This position is part of a consolidated IT Department and reports to the IT Directors. The incumbent performs work related to the implementation and administration of information technology security policies and practices in the U.S. District Court, including judicial chambers, Clerk's Office, U.S. Probation and Pretrial Services.

The IT Security Specialist performs professional work related to the management of information technology security policy, planning, development, implementation, training and support, and provides actionable advice to improve IT security and serves as a team lead to fulfill security objectives within the Court. The incumbent is responsible for developing and implementing local IT security policies, processes, and technologies that are consistent with the Federal Judiciary National Information Security program as well as for collaborating with other Judiciary stakeholders, such as the Administrative Office, Ninth Circuit, other Courts' IT personnel, and commercial IT resource providers.

This position is located at the federal courthouse in Seattle, Washington, with regular travel to divisional offices required. Full or part time telework may be considered depending on qualifications and experience.

REPRESENTATIVE DUTIES

- Review, evaluate, verify compliance, and make recommendations in regard to the Court's IT security program, including those which are pertinent to network infrastructure, locally developed and nationally supported software applications, COTS software, data, voice, and video telecommunications, mobile/remote access, and other technologies utilized by the court.
- 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 the Court. Perform research and tests to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and develop and implement effective mechanisms and procedures for mitigating risks and threats. Notify the appropriate managers/personnel of IT asset security vulnerabilities.
- Provide advice on matters of IT security, including security strategy and implementation, to judges, court unit executives, other senior court staff, and Systems Technology Division management.
- Develop and deliver end user and IT staff training and develop/distribute related documentation on IT security and appropriate IT usage guidelines and practices.
- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents in support of the Court's IT security framework.
- Assist with the remediation of identified risks and the implementation of measures intended to improve our security posture.
- Manage the Court's IT security documentation including writing and updating IT security policy documents needed to meet national and local requirements.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Act as team lead in the administration of IT security-related automated tools including but not limited to antivirus products, operating system/software patch management mechanisms, web security/filtering platforms, system logging facilities, and locally installed firewall appliances. • Assist with the development and implementation of secure end user workstation LAN policy settings and access methods, remote access methods and procedures, programming methods and procedures, and security for mobile computing devices. • 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. • Recommend and implement changes to ensure the reliability of information systems and to prevent and defend against unauthorized access to systems, networks, and data. • Communicate and collaborate with other judiciary stakeholders including the Administrative Office, the Ninth Circuit IT Security Officer, other Court IT personnel, and commercial IT resource providers in regard to IT security guidelines, procedures, practices, administration, and incident response. • Actively communicate with Court staff through various communication methods to ensure that security is always a part of Court staff's daily work. • Manage the Court's international travel policy. Educate judges and staff about best practices when traveling. <p>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.</p> <p>Ability to identify and analyze security risks and implement resolutions.</p> <p>Ability to detect, identify, and analyze IT security problems and assess the implications of alternative solutions.</p> <p>Knowledge of anti-malware and endpoint security controls.</p> <p>Knowledge of IPSec and the ability to use it to protect data, voice, and video traffic.</p> <p>Skill in designing security architecture roadmaps and documenting architecture decisions.</p> <p>Strong technical writing skills.</p> <p>Ability to write, analyze, design and implement security policies and procedures.</p> <p>Operational and technical experience relative to the installation, configuration, and support of Windows Server operating systems, Microsoft Active Directory, and Windows 10/11 desktop operating systems; enterprise IT asset management and patch deployment utilities such as Microsoft System Center Configuration Manager; the Websense/Forcepoint Triton web security platform; enterprise log management/analysis platforms including Splunk; and network monitoring solutions such as Solarwinds.</p>
<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Strong customer service skills; the ability to work cooperatively with clients, team members, and managers; • The ability to move projects forward and track multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion. • Experience in a federal court environment and/or experience with specialized applications designed for the federal courts. • A bachelor's degree from an accredited college or university.

<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL27, Step 1 – 61, \$56,646 - \$92,084 CL28, Step 1 – 61, \$67,906 - \$110,356 CL29, Step 1 – 61, \$80,729 - \$131,257</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • AO78 Form (Application for Employment) - <i>For this vacancy announcement (22-WAW-12), you do not need to complete the optional background information – questions 18, 19, and 20.</i> <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or to: Human Resources (#22-WAW-12) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p>
<p>BENEFITS</p>	<p>The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in person interviews) or connect via Zoom (for remote interviews) at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p>