



Vacancy #19-07

**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	IT Security Officer
Location:	Atlanta, GA
Opening Date:	December 20, 2018
Closing Date:	February 28, 2019 or until filled
Salary:	CL 29 (\$73,282 – \$119,154) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the third largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Approximately 85 Clerk's Office staff support the work of nine judges.

The IT Security Officer performs professional and technical work related to the management of IT security policies, planning, development, implementation, training and support. In addition, the incumbent will assume supervisory duties for the IT Help Desk staff, maximizing productivity and ensuring compliance with established quality standards.

Description of Duties:

IT Security Officer

- Reviews, evaluates and makes recommendations for all court technology security programs
- Provides technical advisory services to securely design, implement, maintain or modify information technology systems and networks that are critical to the operation and success in the court
- Performs research to identify potential vulnerabilities in, and threats to, existing and proposed technologies notifying all appropriate parties of the associated risk potential
- Provides advice on matters of IT security, including security strategy and implementation, to the IT Manager
- Maintains the court's security policies and guidance
- Develops 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
- Provides security analysis of IT activities to ensure that appropriate security measures are in place and are enforced
- Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks and protection requirements utilizing automated security tools and cross-functional teams to facilitate security assessments
- Oversees the implementation of security for information systems
- Manages information security projects or security related aspects of other IT projects according to schedule
- Establishes mechanisms to promote awareness and adoption of security best practices

IT Supervisor

- Delivers training programs to maximize the work product of IT Help Desk Staff
- Plays an integral role in goal setting, one-on-one coaching and writing / conducting appraisals
- Coordinates all end-user support efforts of the IT Help Desk team
- Provides needs analysis related to the purchase of IT equipment
- Oversees the IT inventory control process for all equipment in service
- Monitors the disposal of IT equipment as needed
- Works with the IT Manager in the development and execution of short and long-term technology improvement plans
- Works with the IT Manger in the review and development of Court IT policies and procedures
- Participates in the development, implementation and practiced execution of the Court's Continuity of Operations (COOP) and Disaster Recovery Plans
- Ensures the timely and accurate completion of various technology initiatives
- Performs other duties as assigned

Mandatory Qualifications:

- Strong understanding of IT security best practices and the demonstrated ability to analyze, design, implement security systems, policies and procedures
- Thorough working knowledge of the theories, principles and best practices of desktop computer and mobile device hardware and software, data communications and networking components and information technology security
- Significant experience with computer hardware, software, operating systems, mobile devices, LAN/WAN, communications, video-conferencing technology, Microsoft Office (Word and Excel) and audio visual systems
- Significant project and personnel management experience
- Excellent written and verbal communication skills
- Outstanding leadership qualities including the ability to exercise mature judgment and work collaboratively with chambers, court staff, the Administrative Office of the U.S. Courts and other agencies
- Self-motivated, results-driven, detail-oriented and organized

Court Preferred Qualifications:

- Bachelor's Degree from an accredited four-year college or university in computer science, information systems or business discipline
- CISSP, CISM or equivalent certification
- Experience configuring, maintaining, and using Palo Alto Firewalls, SolarWinds, Nessus, Splunk, CyberArk and other security tools

How to Apply: To be considered for this position, qualified applicants must submit:

- 1) **A narrative statement rather than a cover letter that includes the following:**
 - a synopsis of your management philosophy and style
 - A description of the most complex security related project for which you have been responsible, including its planning and execution
 - A brief description of how you meet the qualifications for this position
- 2) Resume
- 3) Complete Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to:

Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of February 1, 2019.

Various skills assessment tests will be administered.

Due to the volume of applications received, the Court will communicate only with those individuals who will be interviewed.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.