



**Vacancy #20-07**

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

**VACANCY ANNOUNCEMENT**

<b>Position:</b>	<b>IT Security Officer / Network Administrator</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Opening Date:</b>	<b>September 25, 2020</b>
<b>Closing Date:</b>	<b>October 30, 2020 or until filled</b>
<b>Salary:</b>	<b>CL 28/29 (\$64,646 – \$124,966) based upon qualifications</b>

**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/Network Administrator has primary responsibility for the development, coordination and training related to local IT security policies, adhering to standardized, repeatable processes for the delivery of security services. Confidentiality, integrity, and availability of systems, networks, and data across the system development life cycle (SDLC) are of paramount importance.

The incumbent will work closely with network administrators to manage the court's network, develop and update standards, and recommend network infrastructure changes as needed. The incumbent will report to and work closely with the Chief Deputy for Information & Technology regarding the long-term design and analysis of the court's network systems related to IT security.

The position is based in Atlanta with the possibility of remote work.

**Description of Duties:**

- 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 Chief Deputy for Information Technology
- 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
- Remediates IT security related findings using common security tools
- 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
- Works with Network Administrators to maintain and support the court's local area networks (LAN), wireless network (WIFI) and virtual network infrastructure (VLAN) technology. This includes switches, firewalls, cabling, and all associated devices
- Works with Network Administrators to manage Microsoft Active Directory, including performing security and managing maintenance, user accounts, file and group memberships
- Perform other duties as assigned or necessary

**Mandatory Qualifications:**

- Five (5) years of full-time specialized experience. (Internal candidates: one year of experience must be equivalent to CL-28 or CL-29, respectively.)
- Strong understanding of IT security best practices and the demonstrated ability to analyze, design, implement security systems, policies and procedures
- In-depth 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
- 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 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](http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf)

Completed application packages should be submitted electronically to:  
[Roosevelt\\_Childs@ganb.uscourts.gov](mailto:Roosevelt_Childs@ganb.uscourts.gov)

Preference will be given to those applications received on or before the closing date of October 30, 2020.

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 many of the 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**.