

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

**Vacancy Announcement
Announcement Number: 2019-13**

Position Title: IT Security Officer
Position Type: Full-Time, Temporary
Location: Columbus or Dayton, OH
Salary Range: CL 26 (\$46,473 - \$76,056)
Salary based upon location, qualifications, and experience.
Promotion potential to CL 27 without further competition.
Opening Date: July 22, 2019
Closing Date: Open until filled
Preference given to applications received by August 22, 2019

The position is temporary and the term will end September 30, 2020, subject to extension if deemed necessary and funding is available.

Position Overview

The United States Bankruptcy Court for the Southern District of Ohio is seeking a full-time IT Security Officer. This position may be located in Dayton or Columbus, OH. The incumbent provides support for the entire district regarding network security matters and is responsible for the court's security objectives. The position requires the incumbent to be proactive and able to analyze IT security problems and assess the practical implications of alternative solutions. It also requires excellent communication skills and the ability to translate technical terms into non-technical language. Incumbent will report to the Technology Division Supervisor.

MINIMUM QUALIFICATIONS

At least two years of specialized work experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the duties of the position.

A strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.

PREFERRED REQUIREMENTS

An Associate's degree or higher from an accredited educational institution in an Information Technology or Information Technology related major. Applicants with certification in one or more of the following: Security+, CISSP, CISA, and CISM.

Skilled in organizing information, managing time, and multiple work assignments effectively, including prioritizing, and meeting deadlines.

Ability to identify and analyze security risks and to implement resolutions.

Provide risk assessment and recommend risk mitigation strategies where appropriate.

REPRESENTATIVE DUTIES

- Provide technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation.
- Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information.
- Provide technical evaluations of systems and assists with making security improvements.
- Manage, facilitate, and implement patches for LAN equipment regularly. Routinely assess compliance with local patching policy and procedures and make process improvement recommendations.
- Assist the network server administrator in the duties of securely installing, configuring, and deploying servers, PCs, and network-enabled peripherals throughout the court.
- Assist the network server administrator in the duties of software deployment.
- Conduct security product evaluations, and recommend products, technologies and upgrades to improve the customer's security posture.
- Update and support SEP Clients, Malwarebytes, Splunk, and Kace1000.
- Conduct testing and audit log reviews to evaluate the effectiveness of current security measures.
- Prepare a quarterly IT security report for the court and review with the Technology Division Supervisor and Technology Division Manager.
- Develop and deliver end user and IT staff training and develop/distribute related documentation on IT security, including security strategy and implementation, and appropriate IT usage guidelines and practices.
- Perform other related duties or special projects, as assigned.

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for

payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under “Excepted Appointment” and are considered “At-Will” employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

HOW TO APPLY

Please email the following in PDF format to: OHSB_HR@ohsb.uscourts.gov

- Cover Letter
- Current Resume
- AO 78 Application for Judicial Branch Federal Employment form located on the Court’s website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>

Email the PDF documents to OHSB_HR@ohsb.uscourts.gov

Please refer to Announcement # 2019-13 in the subject line of your email transmittal.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.