



UNITED STATES BANKRUPTCY COURT DISTRICT OF SOUTH CAROLINA

Vacancy Announcement #19-05

POSITION: IT Security Specialist – Full Time

LOCATION: Columbia, SC

CLASSIFICATION/STARTING SALARY: CL 26 (\$45,321-\$73,637) annualized, depending upon qualifications. Promotion potential to CL 27 (\$49,772-\$80,933) without further notice or competition.

CLOSING DATE: Open until filled. Preference given to applications submitted prior to 5:00pm on September 14, 2019

POSITION OVERVIEW:

The Court is recruiting for a well-organized, detail-oriented individual who possesses excellent skills in information technology security policy and who can plan, develop and implement policies and technologies necessary to protect the Court's automation resources.

REPRESENTATIVE DUTIES:

- Assist with reviewing and evaluating recommendations of the agency's technology security program, including automation, telecommunication, and other technology used by the agency.
- Assist with implementation of security services available to the agency to ensure good security posture.
- Assist with providing technical advisory services to securely design, implement, maintain, or modify information technology systems and networks critical to the operation and success of the agency. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify managers/personnel of the risk potential.
- Assist in the remediation of identified risks, and implementation of security measures.
- Assist with review and implementation of disaster recovery plans, and information technology security policy.
- Draft, implement, test, and maintain the Court's Continuity of Operations Plan.
- Maintain the Systems Security Plan (Automation Manual).
- Conduct the annual review and maintenance of the security scorecard
- Support Court users with IT security-related matters, including assistance with secure access methods, and remote/mobile access. Provide Annual Security training to Court staff utilizing Administrative Office Resources.
- Assist with response to SOC alerts, virus alerts, and handle remediation.
- Support IT security best practices. Assist in the analysis, design and implementation of security policies and procedures. Assist in development of policies and procedures to

ensure IT systems are reliable, secure and managed to prevent and defend against unauthorized access.

- Develop custom reports, document and test work, and assist preparing documentation used by end users and Information Technology staff.
- Provide analysis and recommendations to the IT Director/Administrative Manager of user needs and software requirements and determine feasibility of design within time and cost constraints.
- Install or assist in the installation of new or revised releases of local and national systems.
- Customize and develop Operating Systems (OS), as needed, and advise staff on the use. Develop and maintain operating system library and prepare and maintain documentation of all locally developed configurations. Assist other Information Technology staff and perform general office automation user support
- Assist with special projects related to information technology. Other duties as assigned.

QUALIFICATIONS:

To qualify for this position an applicant must be a high school graduate, or equivalent, with a minimum of two years general IT experience and three years of specialized experience in the areas identified in the representative duties.

Educational substitutions may be made for some of the required general experience. Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience. Bachelor's degree from an accredited institution in Information Technology, Computer Science, or related degree and two years of Information Technology experience; or associate's degree from an accredited institution in Information Technology, Computer Science or related degree with four years of Information Technology experience is preferred. Customer service/help desk experience, and experience within the courts or legal field is preferred.

Applicants must possess good judgement, be dependable, be a proactive self-starter, and demonstrate initiative in problem solving. The position requires exceptional ability to effectively communicate, articulate, and relate to coworkers and others with professionalism and integrity. Candidates must also possess the ability to exercise mature judgement, possess high ethical standards, a positive work attitude, and the ability to work harmoniously with others in a team-oriented environment. The ability to travel within the District of South Carolina is needed.

PREFERRED TECHNICAL QUALIFICATIONS:

Prior Federal Court IT knowledge, Microsoft Networking, Windows 10 Desktop Operating System, , MS O365, VMWare, Cisco VoIP phones, Aruba/HP Switches, Palo Alto Firewalls, Forcepoint, Splunk Log Server, Nessus Vulnerability Scanner, , Quest Software, Symantec Antivirus Centralized Management Console, iOS devices, Ivanti patch management, Workspace ONE ,.

Certification or Training preferred;

GIAC Security Essentials (GSEC), CompTIA Security + , Certified Information Systems Security Professional (CISSP)

INFORMATION FOR APPLICANTS: Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees. Judiciary employees must adhere to a Code of Conduct. The applicant who best suits the needs of the Court will be selected.

- Interviewees may be subject to a full National Crime Information Center (NCIC) background check.
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions 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, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Expenses for interviews or relocation are not authorized for reimbursement.
- The court is an EQUAL OPPORTUNITY EMPLOYER.

TO APPLY: Qualified individuals must submit a letter of interest, a resume with three references and a AO Form 78 to scbc_employment@scb.uscourts.gov. All documents must be submitted as a single PDF document. Applicant must state in the subject line "IT Security Specialist 19-05." Incomplete application packets, or those not submitted as a single PDF document, will not be considered.