

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 22-14

Windows Administrator/IT Security Specialist



**Columbia, South
Carolina**

www.scb.uscourts.gov



Position Details

Starting Salary Range:

\$52,967-\$86,084 (CL 27)

**Starting salary commensurate with experience, education, previous federal work experience, and guidelines of the Administrative Office of the U.S. Courts.*

Closing Date:

Open until Filled

**Preference Given to
Applications Received By
December 5, 2022**

Benefits Include:

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Flexible work hours and telework opportunities
- 40-hour work week
- Participation in the federal pension program
- Matching contributions (up to 5%) to the federal employee retirement savings plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for a full-time Windows Administrator/IT Security Specialist in our Columbia office. The position offers an excellent opportunity to start or continue a career in federal service. The court offers a stable, friendly, and professional work environment with a Monday – Friday, 40-hour per week work schedule.

Position Overview:

The Windows Administrator/IT Security Specialist provides automation support for Windows Server and Domain services within the court and performs technical work related to introduction, application, operation, coordination, and integration of all Windows Server based hardware and software. The Windows Administrator/IT Security Specialist also performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support for the court unit. The selected candidate will perform both routine and complex network and systems administration, including user account maintenance, coordinating, and implementing security/critical patches, as well as recommending network and/or systems changes. The incumbent provides actionable advice to improve IT security and serves as the responsible officer to fulfill security objectives within the court.

Position Duties & Responsibilities:

- Provide Windows server and associated security administration, including operating system software installation, testing, and configuration on all court Windows Server based hardware. Support Microsoft Servers in three (3) locations to include administration and maintenance of services currently running on Microsoft Windows Server.
- Provide daily operational support for local Active Directory and trust relationship with a national domain.
- Troubleshoot Windows Server and Active Directory server problems.
- Provide support in configuring, implementing, installing, upgrading, maintaining, optimizing, and troubleshooting all components of a Microsoft network environment.
- Assist in the development and implementation of automation initiatives for the Court, ensuring changes can be implemented with minimal disruption. Advise IT team members in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and challenges related to Microsoft networking and Domain Services.
- Provide user support and problem resolution for Microsoft Server systems-related problems. Provide technical support of servers and various software applications including, but not limited to, Windows physical and virtual hosts running on VMWare.
- Review, evaluate, and make recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Promote and support security services available throughout the local court unit.
- Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers/personnel of the risk potential.

- Provide advice on matters of IT security, including security strategy and implementation, to judges, court unit executives, and other senior court unit staff.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Provide security analysis of IT activities to ensure appropriate security measures are in place and enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Assist with the identification, implementation, and documentation of security safeguards on information systems.
- Assist with the adoption and implementation of national security protocols, systems, and measures and ensure completion of the annual IT Security Scorecard.
- Establish mechanisms to promote awareness and adoption of security best practices.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components.
- Other duties as assigned.

Minimum Qualifications:

- Two years specialized experience. Specialized experience is hands-on experience in work more directly related to the duties and responsibilities of this position.
- Strong understanding of IT security best practices and demonstrated ability to analyze, design, implement, and train security procedures. A professional demeanor is required.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills.
- Strong troubleshooting abilities and customer service skills are mandatory. The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required. Occasional lifting may be required.
- Strong understanding of network infrastructure. The ability to monitor network performance (availability, utilization, throughput, latency, and test for weaknesses).
- Experience with firewalls, routing, and switching.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.

Preferred Qualifications:

- Bachelor's Degree in Computer Science or related field.
- Experience with IT security tools used by the US Courts (Splunk, Nessus, KACE, Forcepoint, and Mobile Device Management).
- Ability to create and maintain policies, end-user documentation, and instructions.
- Ability to perform internal IT security assessments and self-audits and monitor policy adherence.
- Preference will be given to those candidates who possess significant professional IT security experience, a strong understanding of IT security best practices, and demonstrate an ability to analyze, design, and implement security policies and procedures.

- 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 are highly preferred.

Desirable Personal Characteristics:

The United States Bankruptcy Court District of South Carolina strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate possesses the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must: be highly organized; possess tact, good judgment, poise, and initiative; and always maintain a professional appearance and demeanor. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious. Must be able to balance the demands of varying workload responsibilities and deadlines.

Application Procedure:

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants must submit **ALL** the following documents (please submit only requested documents):
 - a current, detailed **resume with three professional references**;
 - a **letter of interest** explaining how your experience relates to the position requirements; and
 - the **Judicial Branch Federal Employment Application** (Form AO-78), available at: www.scb.uscourts.gov/employment-opportunities.
- Qualified applicants must submit their application packets as **one PDF to scbc_employment@scb.uscourts.gov**. All required documents must be submitted to be considered for this opportunity; incomplete packets will not be considered.
- Qualified applicants will be screened and selected based on experience, education, and training.

The U. S. Bankruptcy Court of South Carolina is not authorized to reimburse candidates for interview or relocation expenses. As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check. The U. S. Bankruptcy Court of South Carolina reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

U.S. Bankruptcy Court District of South Carolina IS AN EQUAL OPPORTUNITY EMPLOYER

All court employees, including U. S. Bankruptcy Court District of South Carolina Employees, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. Judiciary employees are “at will” employees. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC § 3602(a).