

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

VACANCY ANNOUNCEMENT



Position: IT Security Officer
Salary Range: CL 29 \$71,811 - \$116,688
(Based upon qualifications)
Opening Date: May 6, 2019
Closing Date: May 17, 2019

Position Overview: The IT Security Officer performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support of the Bankruptcy Court. The position requires expert, in-depth knowledge of theories, principles, practices and techniques of network management and security, IT networks and network traffic, computer hardware and software, and data communications. The position requires the incumbent to be proactive and able to analyze IT security problems and access the practical implications of alternative solutions. It also requires excellent communication skills and the ability to translate technical terms into non-technical language.

Representative Duties and Responsibilities: Representative duties include:

- Review, evaluate, and make recommendations on Court's technology security programs, including automation, telecommunications, and other technology utilized by the Court.
- Provide technical advisory services to securely design, implement, maintain, or modify information technology systems and networks. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify appropriate managers/personnel of the risk potential.
- Review logs such as Judiciary Firewall Systems (JFS), Symantec Endpoint Protection (SEP), and Data Center Door Lock.
- Develop and maintain IT Security Plan.
- Update and support SEP Clients, Malwarebytes, Splunk, and Nessus.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Oversee Vulnerability Management.
- 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.
- Collaborate with the Administrative Office of IT Security and the Office of the Circuit Executive to assist with the implementation of security policies and promote Judiciary wide IT Security. Act as project lead of the Bankruptcy Court IT Security Team.
- Identify, implement, and document security safeguards on information systems. Manage information security projects to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule.

Qualifications and Educational Requirements: A bachelor's degree from an accredited educational institution is required. At least five years of specialized IT experience is required, including progressively responsible professional, technical and security experience. Education at the master's degree level may be substituted for required specialized experience. Candidate must have: a thorough knowledge of IT security best practices and demonstrated ability to analyze, design, implement, and train security procedures; skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, and judicial officers; skill in project management, organizing information, managing time and balancing multiple work assignments effectively, including prioritizing and meeting tight deadlines. Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

Employee Benefits: The U. S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Federal Civil Service classifications or regulations do not apply; however, Court employees are entitled to substantially the same benefits as other Federal Government employees. This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to the Judicial Code of Conduct and the Court's policies and procedures. This Court is an equal opportunity employer.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter to:

Confidential 19-05
Keysha Shortridge, Administrative Support Specialist
U. S. Bankruptcy Court - Eastern District of Missouri
111 S. Tenth St., 4th Floor
St. Louis, Missouri 63102

Or e-mail to: hr@moeb.uscourts.gov

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.