

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

February 5, 2024

Reference No.: FY 24-05

Position Title: Information Technology Security Specialist
Location: New York, NY (Telework Available*)
*May impact salary based on location
Salary Range: \$97,000 – \$157,947 based on qualifications
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit invites applications for the position of Information Technology Security Specialist.

ABOUT THE INFORMATION TECHNOLOGY DEPARTMENT: The Information Technology Department is located within the Office of the Circuit Executive and is headed by a Director, who reports to the Circuit Executive. The Department currently has 12 employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

POSITION OVERVIEW: The Information Technology Security Specialist is part of a team that provides IT security support to the court units within the Second Circuit. The Circuit Security team, working from a formal IT security plan, provides Risk Management, Vulnerability Management, and IT security innovation to the courts within the Second Circuit. This work includes support for national tools, policy creation and review, training, risk management strategy, and an annual independent assessment process.

Representative duties include:

- Lead assessments with court units, based on industry and Judiciary guidance, utilizing tools such as CIS Controls Self-Assessment Tool (CIS CSAT).
- Train Circuit Team staff on best practices and assessment program methodologies.
- Provide support on policies, procedures, and technical issues for courts throughout the Second Circuit prior to their AO conducted Court-Unit IT Security Assessments.
- Train court IT units to use security tools and software, including Judiciary provided and third-party systems.
- Provide leadership, subject matter expertise, and support for court units and executive staff to build clear understanding and transparent management of information technology risk.

- Assist with creating documentation and templates for IT policies, plans, and procedures.
- Coordinate, schedule, and communicate with local courts.
- Design and implement process improvement strategies.
- Track and organize all data to measure points of success and areas in need of improvement for each local court.

REQUIRED QUALIFICATIONS

Qualifications for the IT Security Specialist role include a minimum of two years of specialized experience. Specialized experience entails progressively responsible engagement in work closely related to the position, equipping candidates with the requisite knowledge, skills, and abilities to effectively carry out the duties. Applicants should demonstrate expertise in IT, software, and networks, and possess a comprehensive understanding of the theories, principles, practices, and techniques related to data communications, network management, traffic, and security. The ideal candidate will exhibit outstanding interpersonal and communication skills, both oral and written, fostering effective collaboration with both technical and non-technical stakeholders. Additionally, the ability to travel extensively, up to 50%, is a mandatory requirement for this role.

PREFERRED QUALIFICATIONS:

A bachelor's degree in cyber security or related field from an accredited four-year college or university (or equivalent experience) is preferred. Experience with configuring, maintaining, and using Websense, Tenable Security Center/Nessus, and Splunk is preferred.

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

TO APPLY: Please submit a cover letter and resume **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line “IT Security Specialist, Reference No. FY 24-05.” **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.