

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



<b>Position Title:</b>	<b>IT Security Specialist I/II</b>	<b>Announcement 17-4</b>
<b>Location:</b>	<b>Circuit Executive's Office, Fifth Circuit Duty Station in New Orleans, Louisiana</b>	
<b>Salary Range/Grade:</b>	<p><b>\$48,170 - \$78,270 (CL-27, IT Security Specialist I) or \$57,726 - \$93,831 (CL-28, IT Security Specialist II), depending on experience and qualifications.</b></p> <p><b>Successful applicants hired at CL-27 will be eligible for promotion to CL-28 without further competition.</b></p> <p><b>For applicants in federal service, appointment at CL-27 requires one year of service at CL-25 (GS-9) or equivalent.</b></p>	
<b>Closing Date:</b>	<b>Position open until filled. More than one candidate may be selected for hiring.</b>	

**Overview:** The U.S. Court of Appeals for the Fifth Circuit, which hears appeals from all federal courts in Texas, Louisiana, and Mississippi, is the second largest circuit in the federal system. The IT department for the Court of Appeals is located in the Circuit Executive's office in New Orleans and is staffed with highly skilled and experienced professionals. The department utilizes the latest technologies and a team-based approach to provide a superior level of service to its customers.

**Position Summary:** The incumbent reports to the Circuit IT Security Officer and provides cybersecurity technical services to U.S. district courts, bankruptcy courts, and probation and pretrial offices located throughout the Fifth Circuit to ensure that the appropriate operational security posture is maintained for networks, information systems, and programs. The incumbent assists local court unit IT staff with the implementation and management of cybersecurity systems.

**Duties:** Ensure court unit IT systems are operated and maintained in accordance

with established judiciary and court unit security policies and procedures. Perform technical services to securely design, implement, and maintain information technology systems and networks that are critical to the operation and success of court units.

Operate, manage, and monitor IT security systems that provide hardware/software inventory, patch management, endpoint malware protection, network vulnerability scanning, perimeter protection, intrusion prevention/detection, and event correlation. Review system security logs in accordance with established policies.

Review, evaluate, and make recommendations on the court unit's IT security program, including automation, telecommunications, and other technology utilized by the court unit. Promote and support security services available throughout the local court unit. Assist with the development and maintenance of security policies and procedures.

Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.

Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies and notify the appropriate managers/personnel of the risk potential.

Conduct IT security incident handling according to court unit policies. Investigate security incidents and recommend protective and corrective measures when a security incident or vulnerability is discovered. Report all security-related incidents to the IT Security Officer.

Assist with the identification, implementation, and documentation of security safeguards on information systems. Manage information security projects and cybersecurity-related aspects of other IT projects to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule.

Serve as a liaison with court unit stake holders to integrate security into the system development lifecycle. Educate project stakeholders about security concepts, and create supporting methodologies and templates to meet security requirements and controls.

Provide support to IT security team members and court unit IT staffs in the interest of promoting and maintaining an appropriate security posture for judiciary and court unit IT systems and programs.

**Requirements:** The position requires a bachelor's degree, preferably in computer science or a related field, or equivalent experience and at least three years of professional IT security experience. In-depth knowledge of computer hardware, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security. Ability to travel extensively (up to 50%) and on short notice.

Additionally, the following knowledge, skills, and qualifications are highly desired:

- Experience configuring, maintaining, and using Forcepoint/Websense, Tenable Security Center/Nessus, and Splunk
- Ability to communicate effectively with others, both orally and in writing
- Capacity to work harmoniously with others, both technical and non-technical
- CompTIA Security+ certification or equivalent

Candidates selected for an interview will be administered a technical skills test and writing exercise.

## **Benefits**

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).

## **Application Procedure**

Qualified applicants submit a cover letter, résumé, and salary history to:

Robert A. Pons  
Assistant Circuit Executive for IT  
U.S. Courts, Fifth Circuit

600 Camp Street, Room 116  
New Orleans, Louisiana 70130

or via email (as a single PDF only) to: [vacancy@ca5.uscourts.gov](mailto:vacancy@ca5.uscourts.gov)

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*Funding is not available to support interviewee travel or relocation expenses.*