

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



<b>Position Title:</b>	<b>Cybersecurity Specialist</b>	<b>Announcement 2024-02</b>
<b>Location:</b>	<b>Office of the Circuit Executive, Fifth Circuit Duty Station in New Orleans, Louisiana</b>	
<b>Salary Range/Grade:</b>	<b>\$58,030 - \$94,338 (CL-27) or \$69,551 - \$113,078 (CL-28), depending on experience and qualifications.</b>  <b>Successful applicants hired at CL-27 will be eligible for promotion to CL-28 without further competition.</b>	
<b>Travel:</b>	<b>Up to 50% travel required.</b>	
<b>Closing Date:</b>	<b>Position open until filled. Applications received by May 15, 2024, will receive priority consideration.</b>	

**Overview:**

The Office of the Circuit Executive for the Fifth Circuit is accepting applications for a Cybersecurity Specialist. The Fifth Circuit is composed of the federal courts and federal public defender organizations in Texas, Louisiana, and Mississippi, and 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 judiciary personnel.

**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 the operational security posture is maintained for networks, information systems, and applications. 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 endpoint security, network vulnerability scanning, perimeter protection, intrusion prevention/detection, and event correlation. Review system security logs in accordance with established policies.

Conduct circuit-wide risk and vulnerability assessment activities in support of the Fifth Circuit's IT Security Plan, including scheduling, conducting security snapshots, generating cybersecurity reports, developing vulnerability remediation plans, and providing follow-up assistance for court units.

Review, evaluate, and make recommendations on the court unit's IT security program and other technologies 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.

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 Circuit IT Security Officer.

Assist with the identification, implementation, and documentation of security safeguards on information systems, including the development of secure baselines. 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.

Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the courts' IT security systems.

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

### **Qualifications:**

**Required:** A bachelor's degree in a related field or two (2) years of specialized experience in information technology. Ability to travel extensively (up to 50%) and on short notice. Regular travel at least one week per month, Sunday through Friday, visiting court units within the Fifth Circuit. Additional travel for training, conferences, and other work-related trips.

### **Preferred:**

- A bachelor's degree in a related field.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to collaborate effectively with others, both technical and non-technical.
- Ability to manage time effectively, prioritize tasks, set goals, and work independently to complete assigned projects.
- Experience configuring, maintaining, and using Tenable Security Center, Splunk, Trend Micro Apex One, and Forcepoint.
- Experience with the Center for Internet Security's Critical Security Controls.
- CompTIA Security+ certification or equivalent.

### **Application Procedure:**

***Qualified applicants must submit a cover letter, résumé, and form AO78 via email (as a single PDF only) to: [vacancy@ca5.uscourts.gov](mailto:vacancy@ca5.uscourts.gov) The AO78 Federal Judicial Branch Application for Employment can be obtained from the Fifth Circuit's Website, [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov).***

### **Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Candidates selected for an interview will be administered a technical skills test and writing exercise.

- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

**Benefits:**

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

- Partial telework.
- 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 per year.
- 11 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 401(k), with matching up to 5% of pay).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).
- Eligible employer for Public Service Loan Forgiveness Program.