



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA  
Hale Boggs Federal Building  
500 Poydras St., Rm B-601, New Orleans, LA 70130  
(504) 589-7878**

**VACANCY ANNOUNCEMENT #19-01**

**Position Title:** IT Security Specialist  
**Duty Station:** New Orleans, Louisiana  
**Position Type:** Full-Time, Not to Exceed a Year and a Day  
**Salary Range:** CL 27 (\$49,772 to \$80,933)  
Starting salary depending on qualifications and experience with promotion potential to CL-28 without further competition.

**Date Opened:** **May 3, 2019**  
**Date Closed:** **Open until filled. Priority consideration given to application packages received by May 24, 2019**

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Louisiana is accepting applications from qualified applicants for the position of IT Security Specialist. This position is located in the Clerk's Office with a duty station in New Orleans, Louisiana. The Clerk's Office supports 2 bankruptcy judges and 20 employees.

**Position Overview:**

The IT Security Specialist assists the Systems Information Manager (IT Security Officer - ITSO) in performing professional work related to the management of information technology security policy, planning, development, implementation, training, and support for their court unit. The incumbent provides actionable advice to improve IT security and aids the ITSO in fulfilling security objectives within the court.

**Summary of Job Duties and Responsibilities:**

- Assist with reviewing and evaluating recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Assist with promotion and support security services available throughout the local court unit.
- Assist with providing technical advisory services to securely design, implement, maintain, or modify information technology systems and networks that are critical to the operation and success of 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.
- 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.
- Assist with developing, analyzing, and evaluating new and innovative information technology policies that will constructively transform the information security posture of the court unit. Make recommendations regarding best practices and implement changes in policy.

- 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. 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 information security projects (or security-related aspects of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule. Prepare justifications for budget requests. Prepare special management reports for the court unit, as needed.
- Serve as a liaison with court 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.
- Recommend changes to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Assist with the Creation and employment of methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the courts' information technology security services.
- Assist with establishing mechanisms to promote awareness and adoption of security best practices.

**Minimum Qualification Requirements:**

The successful candidate must have a bachelor's degree in Information Technology, Computer Science, or a related field from an accredited educational institution. Candidate must have a minimum of five years of experience in Information Technology support.

Additionally, applicants must possess good judgment, be dependable, be a proactive self-starter, and demonstrate initiative in problem solving. The position requires exceptional ability to effectively communicate, articulate, and relate to coworkers and others with professionalism and integrity. Candidates must also possess the ability to exercise mature judgment, possess high ethical standards, a positive work attitude, and the ability to work harmoniously with others in a team-oriented environment. Prospective candidates must be available for overnight travel and the ability to work nights and weekends as needed.

**Preferred Technical Qualifications:**

Prior Federal Court IT knowledge, knowledge of CM/ECF, Microsoft (MS) Windows Server (2012 and above), Windows 10 Desktop Operating System software, MS Windows Active Directory with server administration (including Group Policy), MS Share Point, MS O365, Drupal, visualization hosting software (VMWare), Cisco VoIP phones, SAN storage systems (NetApp or similar), Cisco switches and integrated wireless technologies, Symantec Endpoint Protection and Symantec BackupExec, Forcepoint Triton Manager, Splunk, Nessus Vulnerability Scanner and Malwarebytes Management Server.

### Employee Benefits:

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position, the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); 10 paid holidays per year.
- Optional participation in the Federal Employees Health Benefit Program, Dental and Vision insurance, Group Life Insurance and Long Term Care Insurance.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan) and a Flexible Spending Program (pre-tax flexible spending account for health care, dependent care, and commuter/parking costs).
- Mandatory participation in the Federal Employees Retirement System and the Social Security Retirement Program.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

### Applicant Information:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the first one.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense.
- Technical aptitude and writing testing will be administered to all applicants interviewed.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

### How to Apply:

Qualified candidates should submit: (1) cover letter indicating how your education and/or experience relate to the duties and responsibilities of this position; (2) resume detailing qualifications, experience, and salary history; (3) names, addresses, and phone numbers of three professional references; (4) completed AO-78 Application for Judicial Branch Federal Employment. Please submit all documents via e-mail in a single PDF file to:

[HR@laeb.uscourts.gov](mailto:HR@laeb.uscourts.gov) (please include #19-01 in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:  
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be tested or interviewed for the position. Only qualified applicants will be considered.

**The United States Bankruptcy Court is an Equal Opportunity Employer**