



**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 #21-03

Position Title: Information Technology Security Specialist
Duty Station: New Orleans, Louisiana
Position Type: Full-Time Temporary (Year and a Day)
Salary Range: CL 26 (\$47,071 - \$76,499)
Starting salary depending on qualifications and experience.
Date Opened: November 8, 2021
Date Closed: Open until filled. Priority consideration given to application packages received by December 8, 2021

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 Information Technology 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 Information Technology Security Specialist collaborates with the rest of the IT staff to provide technical support for the Bankruptcy Court Clerk's Office, judge, and chamber's staff with an emphasis in network security. The Information Technology Security Specialist reports to the Information Systems Manager and supports all aspects of Information Technology, including, but not limited to, information security, networks, servers and desktops, mobile devices, training, telecommunications, courtroom technology, information security, quality control, and data retrieval systems for all units serviced by the bankruptcy court. The incumbent provides actionable advice to improve IT security and aids the Systems Manager 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 in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Coordinate and link computer systems within an organization to increase compatibility and share information.
- Determine computer software or hardware needed to set up or alter systems.
- Train users to work with computer systems and programs.
- Diagnose hardware and custom off-the-shelf software problems and replace defective components.

- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.
- Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers.
- Produce useful system documentation and perform system startup and shutdown procedures.
- Monitor network, test for weaknesses, handle updates, install and implement security programs, and evaluate network management software.
- Perform other related duties as required.

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 two 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 Desktop Operating System software (10 and above), MS Windows Active Directory with server administration (including Group Policy), MS Share Point, MS Office, virtualization hosting software (VMWare), Cisco VoIP phones, SAN storage systems (NetApp or similar), Cisco switches and integrated wireless technologies, Trend Micro Deep Security Manager and Trend micro Apex One, KACE Systems Management, Zerto, Drupal, Websense, Splunk, and Nessus.

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) résumé 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 (please include #21-03 in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:
<https://www.laeb.uscourts.gov/sites/laeb/files/ao78.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