

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

IT Security Analyst

Job Announcement: #19-8

Position Type: Full-time or Part-time, Permanent

Location: Circuit Executive's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 28 (\$66,159 - \$107,565) per annum
Depending on qualifications and experience

Closing Date: Open Until Filled (Preference will be given to applications received by August 4, 2019.)

Organization: The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of IT Security Analyst in the Information Technology (IT) Department. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

Duties and

Responsibilities: The IT Security Analyst performs professional work related to the management of IT security policy for the court units within the First Circuit Court of Appeals. Occasional travel may be required. Representative duties include, but are not limited to:

- Reviewing, evaluating, and making recommendations on the court's technology security program, including automation, telecommunications, and other technology utilized by the court;
- Promoting and supporting security services available throughout the Court of Appeals;
- Providing technical advisory services to securely design, implement, maintain, or modify IT systems and networks that are critical to the operation and success of the court;
- Performing research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notifying the appropriate managers and court staff of the risk potential;
- Assisting in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures;
- Establishing mechanisms to promote awareness and adoption of security best practices;
- Assisting the Circuit IT Officer with IT security projects and security-related aspects of other IT projects;
- Performing other duties as assigned.

Qualifications:**Minimum Qualifications:**

- At least two years of specialized work experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the duties of the position.
- A strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.

Preferred Qualifications:

- A bachelor's degree in computer science, management information systems, or related discipline is preferred;
- Certifications in systems management and database administration are also preferred;
- Experience with the following tools is desirable: KACE Patch Management, Symantec Antivirus, Splunk Logging, NESSUS Security Scanning, and Websense;
- Ability to work both independently, with limited supervision, as well as in a team environment;
- Strong organizational skills and proven ability to prioritize multiple demands and meet established deadlines and commitments;
- Ability to communicate effectively, both orally and in writing, with a wide variety of people;
- Attention to detail, and the ability to exercise common sense and good judgment in a fast-paced environment with rapidly shifting priorities.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits programs, long-term care, retirement benefits, and a tax-deferred savings plan.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Andrew Burke, Human Resources Administrator
Office of the Circuit Executive
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210

Applications will also be accepted via email, **in pdf format only**, to: ijobs@ca1.uscourts.gov

The application form (AO-78) is available at: <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER