

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

IT Security Specialist (Assessment Lead)

Job Announcement: #25-16

Position Type: Full-time, Permanent.

Location: Circuit Executive's Office
John J. Moakley U.S. Courthouse, Boston, MA
(Full-time telework from outside the Boston metropolitan area may be considered for the right candidate.)

Salary Range: CL 29 (\$95,459 - \$155,199 in the Boston federal locality pay area). Starting salary based on qualifications and experience.
(Salary for a full-time teleworker is based on the applicable federal locality pay table for the telework duty station.)

Closing Date: Open until filled. Preference will be given to local candidates and applications received by July 18, 2025.

Organization: The Circuit Executive's Office of the United States Courts for the First Circuit seeks applications for the position of Information Technology Security Specialist (Assessment Lead).

The United States Courts for the First Circuit include the Court of Appeals, which is the court of review for decisions of the district courts within the First Circuit, including the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court of Appeals also reviews decisions of 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. The Information Technology Department is located within the Office of the Circuit Executive and is headed by the Assistant Circuit Executive for IT.

Duties and Responsibilities: The IT Security Specialist (Assessment Lead) is a member of the circuit's IT security team that provides IT security support, risk and vulnerability management, and IT security innovation to the courts within the First Circuit. This position encompasses support for implementing national tools, policy development and review, security training, risk management strategy, and annual independent assessments. The incumbent reports to the Assistant Circuit Executive for IT.

Representative duties include, but are not limited to:

- Serving as a member of the First Circuit IT Security Team.
- Leading assessments with court units, based on industry and judiciary guidance, utilizing tools such as CIS Controls Self-Assessment Tool (CIS CSAT).
- Traveling for trainings, court related activities, and to conduct assessments.
- Training Circuit IT Security Team members on best practices and assessment program methodologies.
- Providing support on policies, procedures, and technical issues to courts throughout the circuit to prepare for IT security assessments.
- Providing subject matter expertise and support for court units and executive staff to build clear understanding and effective management of information technology security vulnerabilities.
- Assessing the IT training needs of court units and identifying appropriate training resources.
- Assisting with creating documentation and templates for IT policies, plans, and procedures.
- Performing other duties as assigned.

Qualifications:

Minimum Qualifications:

Candidates must possess at least four years of IT security related specialized experience working with information security systems and networks, including the ability to communicate and understand the theories, principles, practices, and techniques of data communications and network management, traffic, and security. Applicants should have experience with running a vulnerability management program, including risk mitigation and incident response. Candidates must have excellent verbal and written communication skills, including robust customer service and presentation skills. Effective teamwork, critical thinking, and problem-solving skills are paramount. The ability to travel for court-related business is mandatory.

Preferred Qualifications:

A bachelor's degree in cyber security, computer science, or related field from an accredited four-year college or university and/or IT project management and/or cyber security certifications such as a Certified Information Systems Security Professional (CISSP), Certified Information System Auditor (CISA), Certified Ethical Hacker (CEH), etc. is preferred. Proficiency in Windows and Active Directory, and experience with Websense, Tenable Security Center/Nessus, KACE, and Splunk is preferred. Work experience with federal court-related applications, systems, and services is desired.

Benefits:

Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, retirement benefits, and flexible benefits programs. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:

[Benefits | United States Courts \(uscourts.gov\)](https://uscourts.gov/benefits)

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) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24) to:

Andrew Burke, Human Resources Director
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

Alternatively, completed applications will also be accepted via email, in **pdf format only**, to ijobs@ca1.uscourts.gov. If you are using this method of submission, provide a cover letter, a resume, and the electronically filled out AO-78 form and submit them as a single PDF attachment by email to ijobs@ca1.uscourts.gov, with subject line "IT Security Specialist, Announcement 25-16." *When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.* Only candidates selected for an interview will be notified.

The application form (AO-78) is available at: [AO 078-08-2024.pdf \(uscourts.gov\)](#)
The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise, the form will appear blank.

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.

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