



**Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
San Francisco, California  
Job Announcement 15-06**

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**Position:** Information Technology (IT) Security Officer  
**Location:** San Francisco, CA  
**Classification Level/Salary:** CL-29/30 (\$79,029 - \$151,799) Depending on qualifications  
**Closing Date:** November 19, 2015 (*or until position is filled*)  
Applications will be reviewed upon receipt.

**Organization**

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. Incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Information Technology (IT).

**Duties and Responsibilities**

1. Advises Assistant Circuit Executive for IT, Circuit and Court of Appeals Executive, and other court unit executives in the Ninth Circuit on matters of IT security strategy and implementation.
2. Travel to court units on the west coast and surrounding states to assist in developing, implementing and updating security plans and procedures for data, telecommunications, and information systems.
3. Collaborates closely with other court unit and administrative IT Security Offices throughout the United States. Conducts joint or individual security/risk assessments for court units' IT systems, activities and websites within the circuit, providing technical review and recommendations.
4. Assists in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
5. Develops, analyzes, and evaluates new information technology concepts, approaches, methodologies, techniques, services, guidance, and policies to constructively transform the information security posture of all court units within the circuit. Makes recommendations regarding best practices and implements changes in policy.
6. Provides security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
7. Oversees the implementation of security on information systems and the generation of security documentation for systems. Manages 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. Prepares justifications for budget requests.
8. Coordinates and facilitates project meetings, educates project stakeholders about security concepts, and creates supporting methodologies and templates to meet security requirements and controls.

**Education/Experience Requirements**

A bachelor's degree from an accredited educational institution is preferred. CISSP, CISM, or similar certification is a plus. At least 5 years of professional IT security experience; strong understanding of IT Security best practices and demonstrated ability to analyze, design, implement and train security procedures.

**Desirable qualifications, knowledge, skills, and abilities**

- Thorough knowledge of network management and security, network traffic analysis, computer hardware and software, and data communications.

- Understanding of applicable programming languages, such as Visual Basic, Java, PHP, and SQL.
- Provides risk assessment and recommends risk mitigation strategies where appropriate.
- Designs security awareness training programs for users and IT staff applying industry standards. Creates materials and presentations; maintains training records; and coordinates and provides IT security training.
- Ability to identify and analyze security risks and to implement resolutions.
- Knowledge of anti-malware and endpoint security controls. Knowledge of IPsec and the ability to use it to protect data, voice, and video traffic.
- Ability to work with and influence multiple court divisions within the circuit in order to align court strategies with secure, high-performance systems.
- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, and judicial officers.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.

### **Benefits**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **vision, dental, and disability insurance** program
- Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

### **Conditions of Employment**

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position is subject to electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees are "at will."
- No relocation expenses are permitted.

### **Application Information**

Previous applicants will be considered and do not have to reapply. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history **as a single PDF file** by e-mail to [Personnel@ce9.uscourts.gov](mailto:Personnel@ce9.uscourts.gov), by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
Attention: IT Security Officer Recruitment  
P.O. Box 193939  
San Francisco, California 94119-3939**

Government franked envelopes may not be used to send resumes or applications.  
**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.**