



**Office of the Circuit Executive**  
**United States Courts for the Ninth Circuit**  
**San Francisco, California**

**Job Announcement 17-03**

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**Position:** Information Technology (IT) Security Engineer/Officer  
**Duty Station Locations:** Seattle, WA, Pasadena, CA, or San Francisco, CA  
**Classification Level/Salary:** CL-29/30 (\$74,117 - \$158,337) Depending on qualifications & location\*  
\*Seattle, WA CL-29/30 (\$74,117 - \$142,374)  
\*Pasadena, CA CL-29/30 (\$77,344 - \$148,574)  
\*San Francisco, CA CL-29/30 (\$82,427 - \$158,337)  
**Closing Date:** Open until filled.

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**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 reports to the Assistant Circuit Executive (ACE) for Information Technology (IT) as a member (with supervisory responsibility) of the IT Unit. \*Position will be located in either Seattle, WA, or Pasadena or San Francisco, CA, with salary dependent on location.

**Major Duties and Responsibilities**

1. Provides security analysis of IT activities to ensure that appropriate security measures are in place enforced. Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
2. Advises ACE 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.
3. Develops, analyzes, and evaluates new IT 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.
4. 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.
5. Collaborates closely with other court unit and administrative IT Security Officers 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.
6. 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.
7. 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.
8. Coordinates and facilitates project meetings, educates project stakeholders, 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:

- Vacation time accrues at a rate of 13 days per year for the first three years, increasing to 20 days after 3 years and 26 days after 15 years; Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Available vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance available to employees and eligible family members
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

### **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 full background investigation and fingerprinting.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to the *Judicial Code of Conduct*.
- No relocation expenses are permitted.

### **Application Information**

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 (17-03)  
P.O. Box 193939  
San Francisco, California 94119-3939**

**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.**