



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

Posting Date: April 12, 2024

Closing Date: April 26, 2024

POSITION TITLE: Information Security Analyst
ANNUAL SALARY: \$56,300.76
FLSA Status: Exempt

DEPARTMENT: Court Technology
PAY GRADE: 59 **POSITION #** 00025

SUMMARY: The essential function of the position within the organization is to provide technical support and analysis in the areas of information technology security for the Thirteenth Judicial Circuit Courts and entities within the judicial branch. Responsible for analyzing, configuring, monitoring, implementing and supporting information security systems equipment, applications and services.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Three years of program/project management experience directly related to the position duties.
- **EDUCATION:** Bachelor's degree in computer science, management information systems or a closely related field.

ESSENTIAL DUTIES:

- Provide technical assistance with the initial set-up and deployment of systems that support information security including virus detection systems, firewall content filtering systems, software license and inventory management systems.
- Review and recommend configuration enhancements/modifications of intranet, firewalls, servers, applications, databases, desktops, laptops, and other important parts of the Court Technology information systems infrastructure for maximum security levels.
- Review patch levels on servers, desktops, and laptops to ensure they are current.
- Assist with the development and facilitation of a security awareness continuation training program for all court users.
- Recommend security policies and practices that comply with the Criminal Justice Information Services (CJIS).
- Review log files and syslog records for suspicious court technology activities.
- Assist in supporting security initiatives.
- Assist in developing the security policies that improve the security posture of information systems.
- Assist with the selection, installation, and adoption of automated tools which enforce or monitor the compliance with information security policies, procedures, and standards.
- Manage Public Key Infrastructure (PKI).
- Evaluate information security notices issued by security vendors, government agencies, universities, professional associations, and other organizations; make recommendations, as needed, regarding precautionary steps.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of networked computer systems operations, terminology, procedures and equipment.
- Knowledge of court-supported and standard applications.
- Knowledge of enterprise-level security applications. (i.e.. Crowdstrike)
- Experience with non-traditional problem solving and knowledge of court related processes.
- Ability to manage multiple concurrent projects.
- Ability to interpret and analyze computer error messages.
- Ability to consult with users to assess and determine user needs.
- Ability to train individuals and groups.

- Ability to effectively communicate complex and technical information to end users.
- Ability to work well with supervisors, judiciary, vendors, users, and other judicial stakeholders.
- Ability to work well with those of differing levels of technical knowledge and abilities.
- Ability to test software capability, conduct analysis and make recommendations.
- Ability to provide post-implementation support for hardware and software.
- Ability to use automated installation software and troubleshooting tools.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid time off and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, Florida Retirement System (FRS) eligibility, 457 Tax Deferred Retirement Plan. Parking subsidy may apply.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.