

### **Cyber Security Specialist (Data Security)**

\$86,573 - \$167,349\* (CL 28 – CL 29)

San Francisco, CA, or an alternative duty station within the contiguous United States

Telework options available.



Do you possess excellent communication and critical thinking skills? Can you stay cool under pressure? Are you highly motivated and looking to work with a top-notch team? If you are interested in a position that supports the federal judiciary's mission of ensuring equal justice under the law, come join our talented and diverse Team at the Office of the Circuit Executive (OCE)!

**This is a temporary position with a term of up to four years and one day.** There is potential for this term to be extended depending on workload and funding.

#### **About the Role**

The Cyber Security Specialist (Data Security) continuously identifies, tracks, shares, and supports operational IT security requirements across the Ninth Circuit, with an emphasis on data security and analysis. Work includes incident response, training, identification and implementation of best practices, and risk assessment in terms of threats and vulnerabilities. This position is dependent on funding provided by the Administrative Office of the United States Courts (AO).

#### **Representative duties include:**

- Collaborating regularly with the National Logging Service (NLS) Administrative Office team (using Splunk or other SEIM tools) to gain backend IT security insight and roadmaps for upcoming national initiatives.
- Actively engaging with the Judiciary NLS (Splunk) community to gather details about common data issues and data requests.
- Monitoring circuit-level incident response data to identify patterns and provide solutions, coordinating with court units and the Security Operations Center.
- Assisting local court units throughout the Ninth Circuit with investigations after cybersecurity incidents.
- Identifying insecure enterprise tool configurations prior to court unit assessments.
- Providing custom data solutions for local court units when national solutions do not exist.
- Tracking and supporting the circuit wide implementation of national IT security tools for scanning, logging, and patching.
- Assisting in identifying and resolving court unit challenges with implementation, integration, and operation of the national IT security tools and services.

- Establishing strong working relationships with AO offices that provide IT security tools and services and acting as a liaison between national offices and Ninth Circuit court units.
- Planning, hosting, coordinating, and providing support and training for court units circuit-wide both online and onsite.
- Conduct risk assessments based on the CIS Critical Controls.
- Provide recommendations and supporting the implementation of risk mitigation strategies where appropriate.

#### **Required skills:**

- Ability to identify and analyze security risks and to implement resolutions.
- Excellent organizational and interpersonal skills.
- Ability to work well with diverse teams and coordinate multiple tasks and responsibilities.
- Excellent oral and written communication skills and the ability to tailor information to effectively communicate with various audiences including federal judges, court unit executives, and court unit staff.
- Strong public speaking and presentation skills, and the ability to give organized, confident trainings and presentations on IT Security topics to a non-technical layperson audience.
- Ability to use tact and diplomacy in dealing effectively with all stakeholders.
- Ability to work under pressure with tight deadlines.

#### **Required Qualifications**

- Security+ or similar certification
- At least 4 years of professional IT experience
- Strong understanding of IT Security best practices
- Demonstrated ability to collaboratively analyze, design, and implement effective IT security solutions

#### **Preferred Qualifications**

- A bachelor's degree from an accredited college
- Splunk Core Certified Power User or similar certification
- CISSP, CISA, or similar certification
- Experience implementing and/or assessing the CIS Critical Security Controls

#### **About the Office**

The Office of the Circuit Executive (OCE) serves the Ninth Judicial Circuit of the United States, which is the largest federal circuit in the country, comprising nine western states and two United States territories. The OCE serves the Court of Appeals as well as all of the District Courts, Bankruptcy Courts, Probation and Pretrial Services Offices, and Federal Public Defender's Offices within the Ninth Circuit.

The OCE was created by statute to provide professional administrative staffing to circuit councils, which are composed primarily of judges engaged full-time in deciding cases. The OCE provides administrative support to the Judicial Council of the Ninth Circuit and its various committees. It also provides direct services to all judicial court units within the Circuit. All OCE responsibilities flow from directives of the Judicial Council or the Chief Judge of the Ninth Circuit. The OCE is organized around the Judicial Council's core functions.

The OCE is committed to providing professional support to the Judicial Council and all court units within the Ninth Circuit and ensuring the highest level of public trust in the administration of justice. This support includes identifying needs, conducting studies, proactively developing and implementing innovative policies, providing training, providing public information and human resources support, coordinating building and IT projects, and advising the Judicial Council on procedural and ethical matters.

### **Position Details**

**Location:** The Office of the Circuit Executive (OCE) is based at the James R. Browning United States Courthouse in San Francisco, California. Remote work options (telework) are available for this position.

### **Rewards & Perks**

**Salary:** \$69,551 - \$167,349 (CL 28/29), depending on duty station, qualifications, and experience.

**Time off:** 11 paid holidays, 13 vacation days, and 13 sick leave days per year. After three years (including any prior federal work experience), vacation days accrue at a higher rate.

### **Benefits:**

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Optional dental, vision, and long-term care coverage.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Public transit subsidy.
- On-site gym (in Browning Courthouse).
- Remote/Telework/Work-From-Home options are available.

### **How to Apply**

Please submit **a single PDF** through the [Career Portal](#) that includes: (1) a cover letter directly responding to this vacancy announcement; (2) an up-to-date resume; (3) a list of three work references, two of which must be current or former supervisors; and (4) proof of any relevant certifications. **Only applications with these required materials will be considered.**

### **Next Steps**

- Priority consideration will be given to applicants who apply by **March 18, 2024**.
- Position will remain open until filled.

**Conditions of Employment**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the OCE. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay is required. The Court requires all its employees to be vaccinated against COVID 19 absent an exemption from the requirement based on a documented medical reason or a sincerely held religious belief.

The OCE reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including but not limited to budgetary issues. Said modifications may occur without prior written or other notice.

**Equity Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The OCE encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.