



**United States Court of Appeals**  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

2024-4  
2/26/2024

## POSITION VACANCY

**Position:** Circuit IT Security Officer

**Salary Range:** CL-30 -- \$109,122-\$177,352 per annum in Chicago

**Closing Date:** Open until filled; applications received by March 18, 2024, will receive first consideration.

### Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, and technical and staff support to the Chief Judge of the Circuit and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Circuit IT Security Officer (CISO), under the guidance of the Assistant Circuit Executive for Automation & Technology (ACE), leads the circuit's security team and provides circuit-wide guidance and support regarding information technology (IT) security within the circuit. The position is responsible for the direct oversight of the three-person circuit IT security team.

### Position Duties and Responsibilities:

- Oversee the work of the circuit IT security team and ensure compliance with the circuit's IT security plan. Provide oversight and guidance for the development and implementation of IT security training materials.
- Lead national cybersecurity initiatives in collaboration with other CISOs and ACEs, and the Administrative Office of the U.S. Courts (AO).
- Perform research to identify potential security threats in existing and proposed technologies. Coordinate responses to security incidents that span court boundaries.
- Serve as an information security subject matter expert to all court units within the circuit regarding federal and judiciary security policies, regulations, and procedures, as well as government and industry best practices.
- Provide data and an annual report to the Judicial Council of the Seventh Circuit, the Chief Information Officer for the Judiciary, and the U.S. Judicial Conference Committee on Information Technology.

- Create and update a circuit-wide repository of documentation and templates for IT policies, plans, and procedures. Draft, review, and edit local court policies and procedures to ensure compliance with judiciary policy and guidance.
- Keep abreast of on-going cybersecurity and modernization activities, all pertinent changes to the Guide to Judiciary Policy, and judiciary and industry standards and communicate with stakeholders regarding those items.
- Monitor circuit-level incident response data to identify patterns, provide solutions, and coordinate with court units and the Security Operations Center.
- Travel within the circuit (Illinois, Indiana, and Wisconsin) and to national conferences and meetings on an as-needed basis.
- Perform occasional off-hour work.
- Perform other duties as assigned.

### **Qualification Requirements:**

Applicants must possess (1) an undergraduate degree in Information Technology, Computer Science, or a similar field of study from an accredited college or university; (2) a minimum of five years of progressively responsible IT security experience, three of the five years must be in leadership or supervisory capacity; (3) comprehensive understanding of diverse IT technologies encompassing network security and administration, programming, email administration, telecommunications, IT training, PC user support, and courtroom AV; (4) project management expertise; and (5) the ability to effectively oversee staff and manage across departments.

Qualified applicants must also possess outstanding written and oral communication skills; strong interpersonal and analytical skills; and the ability to work amicably and professionally with judges, attorneys, court unit executives, and staff.

As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

### **Preferred Qualifications:**

An advanced degree in Information Technology, Computer Science, Cybersecurity or a similar field of study from an accredited college or university. Other preferred qualifications include: prior experience working in a federal court, familiarity with *The Guide to Judiciary Policy*, and prior experience with The Center for Internet Security Controls Self Assessment Tool.

### **Benefits:**

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, and Dental and Vision

Insurance. Limited telework options are available. Information can be found on the court's website under Human Resources at: [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

**Application:**

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter. Visit our applicant tracking system at: <https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>.

Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**