

**U. S. PROBATION & PRETRIAL SERVICES
DISTRICT OF DELAWARE
VACANCY ANNOUNCEMENT (#19-01)**

POSITION: IT SECURITY TECHNICIAN
FULL TIME, NOT TO EXCEED A YEAR AND A DAY

SALARY RANGE: CL 26, Step 1 to 25 (\$49,094.00 to \$61,363.00) CPS Table PHL
(based on qualifications & experience)

OPENING: July 21, 2019

CLOSING: Open until filled: Preference given to those applications received by
August 5, 2019

Job Summary

The Information Security Technician is located in the Probation and Pretrial Services Office of the U.S. District Court District of Delaware, Wilmington Office, and reports to the Systems Manager or other Supervisory employee. The IT Security Technician provides specialized technical and administrative support to the Probation and Pretrial Services Office. The IT Technician assists the Systems Manager in performing professional work related to the management of information technology security policy, planning, development, implementation, and support for the U.S. Probation and Pretrial Services Office. The incumbent assists the Systems Manager in other duties as related to the general information technology needs of the agency.

Representative Duties

- Assist with reviewing and evaluating recommendations on the agency's technology security program, including automation, telecommunication, and other technology used by the agency. Assist with implementation of security services available to the agency.
- Assist with providing technical advisory services to securely design, implement, maintain, or modify information technology systems and networks critical to the operation and success of the agency. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify managers/personnel of the risk potential.
- Assist in the remediation of identified risks, and implementation of security measures.
- Assist with review and implementation of disaster recovery plans, and information technology security policy.
- Conduct yearly security training with end users, and perform routine security investigations.
- Assist with response to SOC alerts, virus alerts, and handle remediation

- Assist with deployment of IT hardware and software, insuring the security of data and devices. Maintain hardware and software via installation of firmware updates, software updates, and patches.
- Troubleshoot problems with operation, performance, and/or functionality of desktop and mobile devices.
- Assist with large scale IT projects within the agency, District, and Circuit.
- Other duties as assigned.

Qualifications

Bachelor's degree from an accredited institution in Information Technology, Computer Science, or related degree and two years of Information Technology experience; or associate's degree from an accredited institution in Information Technology, Computer Science or related degree with four years of Information Technology experience. Customer service/help desk experience, and experience within the courts or legal field preferred.

Applicants must possess good judgement, be dependable, be a proactive self-starter, and demonstrate initiative in problem solving. The position requires exceptional ability to effectively communicate, articulate, and relate to coworkers and others with professionalism and integrity. Candidates must also possess the ability to exercise mature judgement, possess high ethical standards, a positive work attitude, and the ability to work harmoniously with others in a team-oriented environment. The ability to travel within the District of Delaware is needed.

Preferred Technical Qualifications

Prior Federal Court IT knowledge, Microsoft Windows Server 2012 and above, Windows 10 Desktop Operating System, MS Windows Active Directory, MS O365, VMWare, Cisco VoIP phones, Cisco switches, Forcepoint, Splunk, Nessus Vulnerability Scanner, Malwarebytes Management Server, Symantec, iOS devices, KACE patch management, AirWatch MDM

CompTIA Security + training or certification is preferred.

Required Competencies (Knowledge, Skills, and Abilities)

Court Operations

Knowledge and understanding of the structure and functions of the federal courts at the national and local court level, with emphasis on specific mission critical systems, to aid with IT security and deployment of IT systems, hardware, and software. Skill in analyzing agency IT security needs. Knowledge of national and local policies and procedures regarding IT security and accountability.

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Compliance with workplace conduct standards.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) with individuals and groups to provide information. Ability to interact effectively and professionally with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Skill in translating and documenting technical terms into non-technical language. Skill in training non-automation personnel in automating techniques and processes.

Work Environment and Physical Demands

Work is performed in an office setting. Some lifting of up to 50 pounds may be required. Rare, but occasional, after hours work may be required.

TO APPLY

Submit **one** complete applicant packet which includes: a cover letter, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment form (AO78); available at www.uscourts.gov.

All documents should be submitted as a single PDF document including VAC#19-01 in the subject line to Chief Walter P. Matthews at:

DEHR@dep.uscourts.gov.

Application packages may also be submitted to:

United States Probation and Pretrial
Attn.: Administrative Officer
Suite 400
824 Market Street
Wilmington, DE 19801

*If you fail to provide all requested documents, or documents are not in noted format, your application package may be considered incomplete and may not be considered any further.

SELECTION PROCESS

The candidate(s) deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed. Final candidate(s) are subject to a complete background investigation. The background investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports. Must be a United States Citizen or a permanent resident in the process of applying for citizenship. All application information is subject to verification. Appointment and retention to this position is contingent upon successful completion of a background investigation and criminal record checks. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, or to leave the position unfilled, any of which actions may occur without any prior written notice.

EQUAL OPPORTUNITY EMPLOYER