



## VACANCY ANNOUNCEMENT # 2020-02

**POSITION:** IT Security Officer/Network Administrator  
**LOCATION:** Philadelphia, Pennsylvania  
**SALARY RANGE:** CL 27 (\$55,664 - \$80,451)  
**(Promotion potential to CL 28 without further competition)**  
**OPENING DATE:** July 8, 2020  
**CLOSING DATE:** Open Until Filled - (Preference will be given to applications received by July 24, 2020)

### POSITION OVERVIEW:

The United States Bankruptcy Court for the Eastern District of Pennsylvania is seeking a full-time Information Technology (IT) Security Officer/Network Administrator. In the area of IT security, the incumbent performs professional work related to the management of IT security policy, planning, development, and implementation. The incumbent provides actionable advice to improve IT security and serves as a team lead to fulfill security objectives. The incumbent also ensures the confidentiality, integrity, and availability of systems, networks, and data across the system development life cycle.

In the area of network administration, the incumbent will perform routine administration and implements complex updates, including developing systems documentation. The incumbent will deploy, configure, maintain, troubleshoot, and monitor all active network equipment including servers in order to ensure smooth and secure network operations. Duties also include collaborating with local supervisors, court executives, and judges as well as coordinating with other court units and the Administrative Office. Some travel required.

### Representative Duties

- Review, evaluate, recommend, and enact change on the court's technology security programs.
- Provide technical advisory and remediation services to securely design, implement, maintain, or modify IT systems and networks.
- Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate personnel of the risk potential.
- Serve as an information security resource regarding federal and judiciary security regulations and procedures.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures to prevent and defend against unauthorized access to systems, networks, and data.
- Establish mechanisms to promote awareness and adoption of security best practices.
- Oversee and execute internal assessment framework tasks, including log management review, physical security monitoring/auditing, patch management, etc.

- Advise management in all aspects of network automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Maintain and support the court's local area networks (LAN), wide area network (WAN), wireless network (wifi) and virtual network infrastructure (VLAN) technology. This includes routers, switches, firewalls, cabling, and all associated devices.
- Provide network analysis and modify, implement, and support VMware infrastructure, Virtual Servers, VDI, and storage.
- Manage Microsoft Active Directory on a Windows platform, including performing security and managing maintenance, user accounts, file and group memberships.
- Establish and maintain procedures, protocols, data security, and backup plans. Protect data from loss by designing, monitoring, testing, and verifying the disaster recovery plan.
- Prepare justifications for budget requests and special management reports as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

- Minimum of five years of professional IT experience including at least one-year equivalent to work at CL 27.
- A bachelor's degree or higher in the information technology field from an accredited institution is preferred. A master's degree in IT Security or Network Administration counts as 2 years of professional experience.
- Thorough knowledge of IT systems and network security, network traffic analysis, computer hardware and software, and data communications.
- Knowledge of anti-virus, anti-malware, application control, web threat protection and endpoint security controls.
- Understanding of incident response processes, including the ability to implement plans and procedures.
- Knowledge of and experience with the following software platform:
  - Log Management, IDS/IPS, Patch Management, Log Management (Splunk), Patch Management (Quest KACE/WSUS), Vulnerability Scanning.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.
- Experience with Cisco networking equipment including routers, switches, and wireless technologies.
- Experience with Active Directory, DNS, DHCP, and DFS.
- Experience with VMware server virtualization and VDI implementation.
- Excellent organizational, prioritizing, and multitasking skills working well independently and in a team environment.
- Highly self-motivated, extremely detail-oriented and organized.
- Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

## **INFORMATION FOR APPLICANTS:**

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are considered "at will" and can be terminated with or without cause by the court. The candidate chosen will be required to successfully pass a background investigation and FBI fingerprint check. The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice. Applicants must be United States citizens or eligible to work in the United States. The court requires adherence to the code of conduct for judicial employees. Electronic Fund Transfer of pay is mandatory. Relocation assistance is not available. Applicants selected for an interview must travel at their own expense. Incomplete applications will not be considered. Only those applicants selected for an interview will be contacted.

## **APPLICATION REQUIREMENTS:**

Qualified persons are invited to submit the following:

- A narrative cover letter, not to exceed two pages, describing how the applicant's experience matches the needs of the court.
- A detailed resume that includes dates of employment, specialized experience, education and salary history.

Submit application materials via mail to:

United States Bankruptcy Court  
Attn: Clerk of Court  
Confidential Announcement #2020-02  
900 Market Street, Suite 400  
Philadelphia, Pennsylvania 19107-4299

or

Via e-mail with a subject line of "Confidential -Announcement #2020-2" to:  
[Paeb\\_HR@paeb.uscourts.gov](mailto:Paeb_HR@paeb.uscourts.gov)

Documents sent via e-mail should be in Adobe Acrobat (pdf), Word or WordPerfect format

The U.S. Bankruptcy Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The Eastern District of Pennsylvania Bankruptcy Court is an Equal Opportunity Employer.