DISTRICT COURT OF GUAM

Employment Opportunity
Announcement No. 20-0002

Position Title:	**Information Technology Security Officer/Network Administrator**
Type of Appointment:	**Full-Time, Permanent**
Grade Level:	**Court Personnel System – CL-28 (with promotional potential to CL-29 without further competition)**
Salary Range:	**$61,360.00 – $99,762.00 plus 12.62% tax free COLA (Dependent upon qualifications and experience)**
Location:	**Hagåtña, Guam**
Opening Date:	**Tuesday, September 1, 2020**
Closing Date:	**Open Until Filled – Preference Given to Applications Received on Or Before Friday, September 11, 2020, at 12:00 pm, ChST**
Area of Consideration:	**Open to All Qualified Individuals**

MISSION:
The mission of the District Court of Guam is to administer justice and to uphold the rule of law. To that end, we ensure decisions are issued in an impartial and timely manner, and we guarantee equal access to the Court. We strive to improve the public trust and confidence in our court system by efficiently and effectively performing our duties with respect and fairness.

POSITION OVERVIEW:
The District Court of Guam is now accepting applications for a full-time IT Security Officer/Network Administrator for the Clerk's Office. The IT Security Officer/Network Administrator performs professional work related to the implementation and administration of information technology security policies and practices, collaborates with other regional and national judiciary stakeholders on IT security-related matters, and provides network administration for the Court. The incumbent provides analysis and recommendations to improve IT security; manages information security projects; and installs, maintains, and troubleshoots network hardware and software. The incumbent ensures the confidentiality, integrity, and availability of systems, networks, and data across the system development life cycle (SDLC) and analyzes IT security problems and assesses the practical implications of alternative solutions. The IT Security Officer/Network Administrator, working with the Systems Manager, pro-actively engages all users in security awareness and training activities to promote the appropriate use of best security practices within the Court. The incumbent is responsible for implementing local security policies, processes, and technologies that are consistent with the national Information Security program.

REPRESENTATIVE DUTIES:

- Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilizes standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Provides security analysis of IT activities to ensure that appropriate security measures are in place and are enforced.
- Reviews, evaluates, and makes recommendations on the agency's IT security programs, including automation, telecommunications, and other technology utilized by the Court.
- Assists with the development and maintenance of local court unit security policies and procedures, the remediation of identified risks, and the implementation of security measures to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Develops, analyzes, and evaluates new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of the Court. Makes recommendations regarding best practices.
- Oversees the implementation of security on information systems and the generation of security documentation for system authorization and operation. Manages information security projects (or security-related aspect of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule.
- Coordinates the Court's response to SOC Alerts, virus alerts, and handles remediation.
- Provides hands-on installation, configuration, and deployment of court computing systems and mobile devices; develops software deployment packages; provides end-user training on hardware/software as needed; provides input and recommendations regarding IT-related projects; and manages large IT projects as assigned.
- Monitors and responds to day-to-day Help Desk activity, logs computer problems, and troubleshoots and repairs system issues. Provides information and assistance to end users on applications and software. Maintains high satisfaction (both internal and external) through successful and timely resolution of technical problems.
- Creates user accounts and automated forms and customizes programs for local needs.
- Manages Active Directory, Window Server devices, VOIP NIPT phone systems, and the production of virtual environments (VMware, vSphere servers, View Desktops, and COOP environment).

- Manages Distributed File System (DFS) and DFS Replication; installs, configures, and monitors Cisco devices (Switches, Firewalls, ISE, Wireless LAN Controllers, and Wireless Access Points); monitors system and network performance and system vulnerabilities; and manages servers, Storage Area Network (SAN), and BIOS/Firmware upgrade. Provides day-to-day systems backups and verifies the validity of data.
- Creates and documents all actions, practices, procedures, and processes and submits regular status updates and reports to the Systems Manager.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma, or the equivalent, and a minimum of three years of general experience. General experience is progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and administrative machinery for accomplishing the work; the ability to analyze problems and assess the practical implications of alternate solutions; ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.
- Two years of specialized experience equivalent to work at the next lower job classification or completion of a Master's degree or two years of graduate study (27 semesters or 54 quarter hours) in an accredited university in computer science, or other field closely related to the subject matter of the position. Specialized experience includes, but is not limited to, progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.
- Ability to consistently demonstrate sound ethics and judgment and work well with others.
- Ability to coordinate and manage diverse technical support tasks and multiple competing projects while adhering to stringent deadlines.

DESIRABLE QUALIFICATIONS / COURT PREFFERED SKILLS:

- Bachelor's degree in computer science or related field from an accredited four-year college or university.
- CISSP, CISM, or similar certification.
- Experience with Nessus Vulnerability Scanner, Splunk Log Management, Symantec Endpoint Protection, Malwarebytes, KACE Patch Management, ForcePoint Web Protection, AirWatchMDM, Palo Alto firewalls, WebSense.
- Experience with JAVA, Linux, and SQL server programming and administration.
- Knowledge of IPSec and the ability to use it to protect data, voice, and video traffic.
- Proficiency in translating and documenting technical terms into non-technical language is necessary.
- Skill in training non-automation personnel in automation techniques and processes.

SPECIAL WORKING CONDITIONS:

Occasional travel is required. Duties require working during non-business hours. Incumbents may be required to lift moderately heavy items.

CONDITIONS OF EMPLOYMENT:

This position falls within the Judicial Branch of the U.S. Government. The District Court of Guam requires employees to adhere to the Judicial Code of Conduct which is available upon request. The selected applicant will be subject to a background check or investigation, which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. All District Court of Guam employees are "at will" employees and serve at the pleasure of the Court. This position is subject to mandatory participation in Electronic Fund Transfer (EFT) for payroll deposit. **Applicants must be U.S. citizens or eligible to work in the United States.**

APPLICATION PROCEDURE:

Applications are to be submitted **only** by email to cynthia_palacios@gud.uscourts.gov and should reference Announcement 20-0002 in the subject line. Documents must be submitted in a single PDF file in the following order: (i) a cover letter; (ii) a resume; and (iii) a completed and signed Application for Federal Judicial Branch Employment (AO 78).

A copy of this announcement and the Application for Federal Judicial Branch Employment (AO 78) are available on the Court's website at http://www.gud.uscourts.gov. The closing date for the announcement will be open until filled with preference given to applications received on or before **Friday, September 11, 2020, at 12:00 p.m., ChST**. Failure to comply with the above-required application procedure may result in the application not being considered. The most qualified applicants will be invited for an interview. Video conference interviews are available. All application information is subject to verification. Travel expenses for the interview or relocation will not be reimbursed. The District Court of Guam reserves the right to amend or withdraw this announcement at any time without notice.

The District Court of Guam is an Equal Opportunity Employer