



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA**

VACANCY ANNOUNCEMENT

**No. 2019-3
Tampa, Florida**

OPENS: January 17, 2019

CLOSES: Until filled

DUTY STATION:

Tampa, Florida

POSITION:

IT Security Officer

SALARY RANGE:

\$58,700- \$112,004 (CL 28/1 - CL 29/61)*

*Based on qualifications and experience.

Position Overview:

U.S. Probation for the Middle District of Florida is seeking an IT Security Officer in Tampa, Florida. The incumbent performs work related to the implementation and administration of information technology security policies and practices, and provides some network administration. The IT department is responsible for the computer system, telecommunications infrastructure, and other technologies for approximately 174 end users. The incumbent reports to the IT Director.

The Middle District of Florida currently has twenty-six U.S. District Judges (thirteen of whom are senior Judges), and eighteen Magistrate Judges. Geographically, the district covers thirty-five counties from the Georgia border on the northeast to south of Naples on Florida's southwest coast. There are five divisional offices located in Tampa, Jacksonville, Ocala, Orlando, and Fort Myers, and satellite offices in Cocoa and Sarasota.

Our district is a progressive district that values team learning and shared experiences. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

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 Probation Office.
- 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.
- Evaluates new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of the Probation Office. Makes recommendations regarding best practices.

- Serves as an information security resource to all divisions within the Middle District of Florida regarding federal and judiciary security regulations and procedures.
- Collaborates with the Administrative Office IT Security to assist with the implementation and creation of national security policies and the promotion of the Judiciary Information Technology Security Program while also working with all court divisions within the Middle District of Florida to collectively establish and raise the security baseline of the Judiciary.
- 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 aspects of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule.
- Manages and coordinates response to SOC alerts, virus alerts, and handles remediation.
- Travel within and outside of the district as needed.

Education & Experience:

A bachelor's degree from an accredited educational institution is preferred. CISSP, CISM, or similar certification is a plus. At least 2 years of IT security experience; strong understanding of IT Security best practices and demonstrated ability to analyze, design, implement and train security procedures.

Experience with the following tools is preferred: Nessus Vulnerability Scanner, Splunk Log Management, Symantec Endpoint Protection, Malwarebytes, KACE Patch Management, ForcePoint Web Protection, AirWatch MDM, Palo Alto firewalls, PDQ Inventory and PDQ Deploy.

Personal Characteristics:

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance, demeanor, and strict confidentiality at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, strong work ethic, and be accountable.

Candidates must have excellent customer service skills

The ability to work in a fast-paced and deadline driven environment, and the ability to work both independently and as part of a team is a must.

Conditions of Employment:

The selectee will be subject to a background investigation to include an FBI fingerprint check. The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Work is performed in an office setting, where persons with violent backgrounds are usually present. Travel maybe required to other offices in the district and to other locations.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

Application Procedure: Candidates **must** submit a cover letter, application, and resume. To obtain a copy of the application, paste this link into your browser address bar.

<http://www.flmp.uscourts.gov/sites/flmp/files/application1v2.5.pdf>

Application packet should be mailed to:

U.S. Probation
HR Manager (#2019-3)
3036 S. Falkenburg Road
Riverview, FL 33578

Due to the volume of applications received, receipt of individual applications will not be acknowledged. Only the most qualified applicants will be contacted for an interview. Persons selected to interview will be required to travel at their own expense.

Incomplete applications will not be returned, retained, or considered.