



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
www.ilnd.uscourts.gov

## NOTICE OF POSITION VACANCY

<b>Date:</b>	September 19, 2024	<b>Grade Range:</b>	CL 28-01 to CL 29-61
<b>Job Announcement No.:</b>	2024-65	<b>Salary Range:</b>	\$77,642 to \$150,086
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	October 17, 2024
<b>Position Title:</b>	Information Security Officer	Applications received by October 3, 2024, will receive first consideration.	

**The United States District Court for the Northern District of Illinois is now accepting applications for an Information Security Officer. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter, resume, two professional references. To apply, please see the "Notice to Applicants" section listed below.**

### POSITION OVERVIEW

This position is located within the Information Technology Department in United States District Court for the Northern District of Illinois Clerk's Office in Chicago, Illinois and reports directly to the Director of IT. The Information Security Officer performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support for the Probation, Pretrial Services, and District Court. The Information Security Officer works with management in the planning, design, maintenance, and support of IT Security for the court. Secondary responsibilities include assisting the Network Engineer and Systems Administrator in the administration of the judiciary's information technology network by developing standards, recommending network infrastructure advancements and participating in the high-level and long-term design and analysis of the courts' network systems as it relates to IT security.

### POSITION DUTIES AND RESPONSIBILITIES

- Review, evaluate, and make recommendations for the court's technology security program, including automation, telecommunications, and other technology utilized by the court. Promote and support security services available throughout Probation, Pretrial Services, and District Court.
- Provide technical advisory services to securely design, implement, maintain, or modify information technology systems and networks that are critical to the operation and success of Probation, Pretrial Services and District Court. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers/personnel of the risk potential.
- Provide advice on matters of IT security, including security strategy and implementation, to judges, Probation, Pretrial Services, and District Court executives, and other senior Probation, Pretrial Services, and District Court staff.
- Lead the development and maintenance of Probation, Pretrial Services, and District Court security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Develop, analyze, and evaluate new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of the Probation, Pretrial Services, and District Court. Make

recommendations regarding best practices and implement changes in policy.

- Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Lead the identification, implementation, and documentation of security safeguards on information systems. Manage 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. Prepare justifications for budget requests. Prepare special management reports for the Probation, Pretrial Services, and District Court, as needed.
- Serve as a liaison with court stakeholders to integrate security into the system development lifecycle. Educate project stakeholders about security concepts and create supporting methodologies and templates to meet security requirements and controls.
- Recommend changes to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the courts' information technology security services.
- Establish mechanisms to promote awareness and adoption of security best practices.
- Lead the development, testing, and implementation of disaster recovery procedures for critical systems to ensure continuous operations of court systems. Ensure that all systems are designed, maintained, and operated to meet local and national IT Security standards.
- Provide assistance and support for all virtualized servers and desktops.
- Serve as technical expert on anti-malware strategies, patch management and software distribution (Quest KACE), and vulnerability assessment techniques.
- Provide Tier III general IT help desk support.
- Identify and develop requirements for procurement of IT equipment and software. Contact vendors when warranty or repair service is needed.
- Perform other duties as assigned.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

A Bachelor of Arts or Sciences Degree in Computer Science or related field is preferred. Strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures is required. Knowledge of computer hardware, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security is preferred. Experience using a mixed computing environment of Windows, Linux, and Apple Operating Systems is preferred. Operational and technical experience relative to the installation, configuration, and support of Windows Server operating systems 2016-2019, Microsoft Active Directory, and Windows 10 and 11 desktop operating systems; enterprise IT asset management and patch deployment utilities such as KACE is required. Ability to be self-motivated with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment is required. Participate in after hours on-call support. Ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment is required. Excellent customer service, verbal and written communication skills, attention to detail and ability to work in a team setting with minor supervision. Strong critical thinking, complex problem solving, and decision-making skills, and experience working in a court or with high level personnel is required. Preference will also be given to those applicants that possess experience with Visual Basic, PowerShell, Cisco core and access switches, enterprise-level 802.11 wireless networks, TCP/IP, DNS, VLANs, voice and video over IP. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment

(business/office wear-professional). As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

### **COMPENSATION**

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

To qualify at the CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 27 or completion of a master's degree or two years of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

To qualify at the CL 29, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 28 level.

### **Specialized experience is:**

**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.**

### **EMPLOYEE BENEFITS**

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

**NOTICE TO APPLICANTS**

**Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume and two professional references. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.**

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement based on a sincerely held religious belief or medical condition.

This is a high-sensitive position within the Judiciary. The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates will be additionally required every five years. Unsatisfactory results may result in termination of employment.

Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
  - (a) May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
  - (b) Must apply for citizenship within six months of becoming eligible; and
  - (c) Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

**The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**

### **INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS**

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.