

# U.S. Probation Northern District of Florida

## Vacancy Announcement 26-03

### ***Information Technology Security Specialist***



Pensacola, Florida

[www.flnp.uscourts.gov](http://www.flnp.uscourts.gov)



#### **Position Details**

##### **Starting Salary Range:**

**\$54,372 - \$88,366 (CL-26)**

*\*Starting salary commensurate with experience, education, previous federal work experience, and guidelines of the Administrative Office of the U.S. Courts. Candidates generally start in the low to mid salary range. Promotion potential up to CL 28 without further competition.*

#### **Closing Date:**

**Open until filled with first preference given to applications received by 5/26/2026.**

The United States Probation for the Northern District of Florida is seeking applicants for a full-time Information Technology Security Specialist in our Pensacola office. The Northern District of Florida is a combined probation and pretrial services district serving a largely rural 23 county area in the panhandle of Florida. Our headquarters is in Pensacola, with four division offices located in Pensacola, Panama City, Tallahassee, and Gainesville. We are an outcome-based organization working in professional, and organizational growth. We believe that leadership is a shared responsibility of all team members. We encourage creativity in problem solving and encourage all staff members to lead from where they stand.

#### **Position Overview:**

The Information Technology Security Specialist performs professional work related to the management of information technology security policy, planning, development, implementation, training, and support. This position also provides actionable advice to IT security policies, processes and technologies that are consistent with the Federal Judiciary National Information Security program.

#### **Position Duties & Responsibilities:**

- Review, evaluate, and make recommendations on the technology security automation. Promote/support security services available throughout the district
- Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and develop and implement effective mechanisms and procedures for mitigating risks and threats. Notify the appropriate managers/personnel of IT asset security vulnerabilities.
- Provide advice on matters of IT security, including security strategy and implementation to systems manager and court unit executive.
- Develop and administer local court security policies and remediate identified risks and implement security measures. Create and deploy methodologies, templates, guidelines, and procedures in support of the court's IT security framework.
- Develop, analyze, and evaluate new information technology policies that will constructively transform the information security posture of the court units. Make recommendations regarding best practices and implement changes in policy.
- Provide security analysis of IT activities to ensure the 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.
- Assist in managing information security projects (or security-related aspect of other projects) to ensure milestones are completed in the appropriate order and on schedule. Prepare special management reports for the court unit(s), as needed.
- Establish mechanisms to promote security awareness and adoption of security best practices.
- Develop policies and procedures to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Assist with special projects as directed by management and perform other IT support duties as assigned.
- Act as the primary contact for external security assessments and audits, and address relevant issues found.

- Perform analysis, remediation, forensics, and any other activities needed concerning any IT security incidents.

**Minimum Qualifications:**

- A high school diploma, or the equivalent.
- A minimum of one (1) year of relevant work experience at progressively responsible levels in office automation systems, data processing, and data communications. Experience should include user applications, terminology, and methodology.
- Proven history providing excellent technical support for PC software and hardware.
- An understanding of IT security best practices and demonstrated ability to analyze, design and implement, and train security procedures. A professional demeanor is required.
- Excellent written and oral communication, presentation, organizational and interpersonal skills.
- Strong troubleshooting abilities and customer service skills are mandatory. The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required. Occasional lifting may be required.
- Strong understanding of network infrastructure. The ability to monitor network performance (availability, utilization, throughput, latency, and test for weaknesses).
- Experience with firewalls, routing and switching.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.

**Preferred Qualifications:**

- Ability to create and maintain policies, end-user documentation, and instructions.
- Ability to perform internal IT security assessments and self-audits and monitor policy adherence.
- Preference will be given to those candidates who possess significant professional IT security experience, a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Knowledge and expertise in the theories, principles, practices, and techniques of network management and security, enterprise level IP firewalls, IT networks, network traffic computer hardware and software, and data communications are also highly preferred.

**Desirable Personal Characteristics:**

The Northern District of Florida strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate will possess the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must be highly organized; must possess tact, good judgment, poise, and initiative; and always maintain a professional appearance and demeanor. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious. Must be able to balance the demands of varying workload responsibilities and deadlines.

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**Benefits:**

Employees of the U.S. Probation Office are not classified under Civil Service but are entitled to many of the same benefits. These benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System and/or Civil Service Retirement System, life insurance options, Thrift Savings Plan and Social Security
- Participation in the Federal Health Insurance Program
- 11 paid holidays each year
- Excellent opportunities for within grade salary increases and grade increases based upon performance

**Application Process:**

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants will be screened and selected based on experience, education, and training.
- You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.
- Applicants may be required to respond to written assignments during the selection process.
- Qualified applicants must submit **ALL** the following documents (please submit only requested documents):
  - A current detailed resume and letter of interest
  - Judicial Branch Federal Employment application (AO-78), which is available at: [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov) (If you are reapplying, please ensure that you use the most current version of the application, revised 5/2024. Forms dated prior to 5/2024 will not be accepted.)

**Submit electronically via email (in a single (one) PDF document) to:**

[timothy\\_anderson@flnp.uscourts.gov](mailto:timothy_anderson@flnp.uscourts.gov)

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check.

The U. S. Probation Office reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

**U. S. PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees, including U. S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Judiciary employees are “at will” employees. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC 3602(a).

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