



STATE OF NORTH CAROLINA
invites applications for the position of:

Information Assurance Specialist

JOB CLASS TITLE: Information Assurance Specialist

POSITION NUMBER: 60005051

DEPARTMENT: Administrative Office of the Courts

DIVISION/SECTION: Technology Services Division

**SALARY
RANGE:** \$65,492.00 - \$109,102.00 Annually

SALARY GRADE / SALARY GRADE EQUIVALENT: 24

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 05/05/21

CLOSING DATE: 05/31/21 5:00 PM Eastern Time

DESCRIPTION OF WORK:

SALARY GRADE: 24

The North Carolina Administrative Office of the Courts (NCAOC) seeks a highly qualified Information Assurance Specialist to be responsible for assisting in managing IT risk for NCAOC. This is an associate level role and will support a variety of key functions including disaster recovery (DR), change management (CM), and incident response (IR) within the Risk Management Office. This position requires good collaboration skills and some knowledge of IT as well as some experience with disaster recovery, incident management, change management, or information security.

Responsibilities include but are not limited to the following:

- Assist with scheduling and planning NCAOC disaster recovery exercises and managing NCAOC's DR SharePoint Site.
- Manage aspects of DR plans, update DR policy as needed, manage DR call tree update process, and closely work with the infrastructure and application support teams to ensure that DR recovery scripts, test plans, and project tasks are documented and uploaded into the appropriate repositories.
- Track any DR corrective actions and then work with assigned parties to ensure all DR corrective actions are addressed and closed.

- Coordinate with contracted third-party DR center vendors and TSD management as needed to process and approve access requests to those facilities.
- Assist with day-to-day Change Management (CM) request processing and facilitation. This includes ensuring that the defined change management lifecycle process is adhered to, providing monthly CM metrics, updating CM policy as needed, and helping to identify areas for improvement.
- Maintain the CM user guide, as well as provide CM training and facilitation to TSD staff as needed.
- Provide support for Security Incident Planning and Response efforts, including development of Security Incident Response IR Playbooks, IR exercise Planning/Training and participation in Incident Response events to manage risk, assist with documenting and tracking incidents, and help track any IR corrective actions to completion.

This position reports to NCAOC's Senior Risk Management Officer and works collaboratively with the Information Security Office, TSD staff, and NCAOC business managers.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

Knowledge of: Disaster Recovery; Incident Management; Change Management; or Information Security.

Skills in: MS SharePoint; and O365.

Ability to: communicate and coordinate well with others is essential; carefully track information and develop relevant documentation (e.g. for DR reports, monthly security metrics, IR reports, CM requests); remain calm under pressure; be detail oriented; respond to security incidents in a scripted way; and manage day-to-day change processes.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in Computer Science, Computer Engineering, Information Security, or a related field and two (2) years of related experience; or an equivalent combination of education and experience.

Management preferences:

- Five (5) years of related work experience in Cybersecurity and/or Information Security.
- Certification (e.g. Associate Business Continuity Professional (ABCP)).
- A Desire to grow and develop valuable skill sets within key functional areas that support Risk Management.
- An enthusiasm for Information Assurance and a desire for continued learning are essential.
- Experience supporting disaster recovery processes or planning.
- Familiarity with change management processes, ITIL and prior experience participating in change management processes.
- Experience in Incident Response activities or strong interest to learn and participate in IR.
- Experience with cloud technologies.
- Sound written and verbal communications skills (formal training desirable).
- Ability to work independently as well as part of a team.
- Strong attention to detail.

Attach cover letter, résumé, and writing sample.

Out of state applicants are encouraged to apply; however, NCAOC does not reimburse travel or relocation expenses.

SUPPLEMENTAL AND CONTACT INFORMATION:

The Technology Services Division of the NC Administrative Office of the Courts is an award winning team! Check out our recent accolades:

Center for Digital Government - Digital Government Achievement Awards

2012 State Level - Government to Government

2008 State Level - Government to Citizen

2003 State Level - Best of the Web (BOW)

Government Computer News Award

2014 IT Excellence - Public Sector Projects

National Association of State Chief Information Officers

2012 State Level - Government to Business

2007 State Level - Government to Government

Meet the TSD Team of the NC Administrative Office of the Courts.

Employment Benefits

Generous Insurance Options

Retirement Package (purchase option for other government plans)

Flexible Benefits Package

401(k)

Vacation & Sick Leave

Longevity Program

Service Awards

Come join a great team! Learn more about the NC Administrative Office of the Courts here: <http://www.nccourts.org/Careers>

INSTRUCTIONS:

Applicants must complete an application through NeoGov, the North Carolina state government job application program. Go to <https://www.governmentjobs.com/careers/northcarolina> to apply for this position. Mailed or faxed applications will not be accepted.

Before applying, please read the [Online Employment Application Guide](#) for instructions on creating your profile and applying for specific postings.

It is important your application includes all of your relevant education and work experience and that you answer all questions associated with the application to receive proper credit. Résumés are not accepted in lieu of fully completed applications.

NOTE Many job postings require certain documents be attached to an application. Verify your application is complete and uploaded documents are attached to your application before submitting it.

Applications may not be altered after they have been submitted.

Carefully review the [FAQs](#) if you experience difficulty with the application process or attaching documents. For technical issues with applications or attachments, call the NeoGov Help Line at 855-524-5627.



All NC Judicial Branch agencies are Equal Opportunity Employers.

The North Carolina Judicial Branch participates in E-Verify, an internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from the US Department of Homeland Security and Social Security Administration records to confirm employment eligibility. To learn more, click on these links:

[E-Verify Participation](#)

[E-Verify Participation \(Spanish\)](#)

[Right to Work](#)

[Right to Work \(Spanish\)](#)

Travis Davis

NC Administrative Office of the Courts

Human Resources Division

<https://www.nccourts.gov/about/about-judicial-branch/careers>