Risk and Compliance Specialist

JOB CLASS TITLE: Risk and Compliance Specialist

POSITION NUMBER: 65034455

DEPARTMENT: Administrative Office of the Courts

DIVISION/SECTION: Technology Services Division

SALARY RANGE: $77,954.00 - $132,044.00 Annually

SALARY GRADE: 26

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 08/02/22

CLOSING DATE: 09/01/22 5:00 PM Eastern Time

DESCRIPTION OF WORK:

SALARY GRADE: 26

> **Judicial Branch employees are eligible for the North Carolina State Government benefits package.** The comprehensive collection of options including employer paid health insurance, low-cost insurance for dental, vision, and other insurance options, 12 paid holidays, generous vacation and sick leave, and retirement benefits. Benefit offerings depend on employment status. See the **Benefits Eligibility Chart** for more information.

The North Carolina Administrative Office of the Courts (NCAOC) has an amazing new opportunity for a **Risk and Compliance Specialist**. As a Risk and Compliance Specialist your primary purpose is to evaluate IT initiatives both existing and new to determine proper NIST compliance controls are being followed or implemented. If compliance is not possible or is not being followed, a strategy or solutions to mitigate the risk will need to be provided. Scheduled and ad-hoc assessments will be performed on a regular basis on IT (TSD) compliance. You will also participate in internal, external, and third-party assessments and audits. Additionally, you will document the controls and compliance in the organization's GRC (Governance, Risk, and Compliance) tools and provide reports to the Senior Risk Management Officer, Chief Security Officer, and Chief Technology Officer.

Your primary duties include, but are not limited to the following:

- Update and review AOC NIST 800-53 r4 policies, procedures, guidelines, and plans on an ad-hoc and annual basis.
- Identify IT Risk with existing or new technology.
- Document compliance and Corrective Action daily within the Governance, Risk, and Compliance tool. Provide reports to upper management on compliance and Corrective Actions Plans (CAP).
- Schedule and manage meeting with TSD staff to determine where improvements can be from a compliance and risk perspective. Provide recommendations and/or solutions for identified risk.

This position reports to the Senior Risk Management Officer. Work hours are generally 8:30 AM - 5:30 PM, Monday - Friday with some flexibility. **In this position, you will have an opportunity to work remotely (up to 50%).**

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

Knowledge of: information security, frameworks, and concepts; software development life cycles and methodologies; network, datacenter, and infrastructure operations; data modeling and business process modeling; court system business processes; objected-oriented development tools, languages, concepts, practices; J2EE concepts, tools, vendors, methodologies, and practices; Java concepts, tools, vendors, methodologies, and practices; web application development concepts, tools, vendors, methodologies, and practices; and service oriented architecture concepts, tools, methodologies, and practices.

Skills in: identifying and mitigating information security risks in software applications, network and datacenter infrastructure, and access control procedures; industry standards and best practices; and performing security audits and assessments.

Ability to: apply information security theories and frameworks to court systems in a practical and effective manner; communicate information security matters to all levels of employees within the judicial system; be successful in a highly dispersed and decentralized operating environment; work cooperatively across the organization; and make information security related recommendations based on data, facts, and analysis.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in computer science or a related information technology field and four (4) years of IT security or risk management experience; or an equivalent combination of education and experience.

Management prefers candidates with:

- an understanding of IT technologies such as (Datacenter Operations, Network Design, Server Administration, Software Development, or Cloud technologies).
- experience and working knowledge with NIST compliance and security controls.
- familiarity with cloud technologies (SaaS, PaaS, and IaaS).
- working knowledge and experience with GRC (Governance, Risk, and Compliance) tools.

These certifications are a plus but not required:

- CISSP
- CCSP
- ISSAP
- CISA
- GSEC
- CRISC

Attach cover letter and résumé.

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