

**SENIOR INFORMATION
SECURITY ANALYST**

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Exciting Career Opportunity!

**BENEFITS OF
WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical Leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Deferred College Tuition Program (GET)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs

**WHERE IS AOC
LOCATED?**

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

SALARY: \$66,420 TO \$87,096 per year DOQ

LOCATION: Olympia, Washington

OPENS: January 28, 2015

CLOSES: February 17, 2015

POSITION PROFILE

The Senior Information Security Analyst (SISA) is responsible for conducting comprehensive vulnerability assessments, developing detailed reports, and planning and coordinating remediation operations. This position provides direction and technical support for configuration and patch management operations, and the establishment and maintenance of secure baseline configurations for all AOC information systems. Additionally, the SISA is instrumental in developing procedures for, and serves as a member of, the Enterprise Incident Response Team.

Extensive experience and high degree of technical proficiency with enterprise vulnerability scanners, network access controls, configuration management tools, and associated processes. Experience managing and leading incident response actions, and establishing and monitoring secure information system baselines.

DUTIES AND RESPONSIBILITIES

- Performs and analyzes vulnerability scans for all enterprise systems
- Performs network discovery scans, and maintains an up-to-date listing of authorized AOC information systems
- Establishes methods to improve efficiency of automated vulnerability patching
- Creates and customizes scripted application and security update installations
- Assists in development of configuration management standards and procedures
- Leads efforts to establish and maintain security hardened workstation and server configurations
- Assists in troubleshooting conflicts resulting from security updates
- Collaborates with "Network Operations" to assure accuracy of network diagrams

AOC PROFILE

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Administrative Office of the Courts / JOB #2015-005-102

- Assists Information Security Officer with network and application security assessments
- Leads efforts to develop an Incident Response Team, and serves as a member
- Performs network traffic analysis to identify potentially malicious activity
- Performs malware analysis on suspicious information systems

Knowledge –

- Expert knowledge in enterprise vulnerability scanner operations and analysis
- Expert knowledge in hardening computer configurations (Microsoft Security Templates, DISA STIGs, etc.)
- Expert knowledge in configuration and change management procedures
- Expert knowledge of Microsoft and other major vendor patch deployment tools
- In-depth knowledge in troubleshooting Microsoft operating systems and application conflicts
- In-depth knowledge of incident response structure and operations

Skills and Abilities –

- Operating vulnerability scanners (e.g. Tenable Nessus, eEye Retina, etc.)
- Conducting vulnerability scanner analysis and developing remediation plans
- Conducting setup and using Microsoft WSUS tool
- Creating and troubleshooting policies for ForeScout CounterAct appliance
- Developing customized security baselines for Microsoft operating systems
- Conducting network “discovery” scans for an enterprise environment
- Using network tools to monitor and enforce configuration management policies
- Scanning for malware or other unauthorized applications
- Maintaining an inventory of authorized software and services
- Scanning for unauthorized or “rogue” computers or access points
- Using application penetration tools (e.g. Burp Suite Pro, Zed Attack Proxy, etc.)

QUALIFICATIONS AND CREDENTIALS

Training and experience using enterprise grade vulnerability scanners

Training and experience configuring and using automated security patch solutions

Experience as a member of an enterprise incident response team

Experience

- Five (5) years as a network security manager or senior analyst for an enterprise

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

- Three (3) years as a member of an enterprise incident response team
- Five (5) years configuring security baseline settings for Microsoft workstation and server operating systems, in an medium to large enterprise environment
- Five (5) years of experience maintaining security standards for a government agency or organization (state or federal)

Education

Bachelor degree in computer science or information assurance required

Relevant experience may substitute year for year for education

Certifications, Memberships, Licensure or Permit (Current Certified)

Minimum required:

COMTIA Security+ **or** Certified Information Systems Security Professional (CISSP)

THE PREFERRED CANDIDATE WILL HAVE

Other security-related industry certifications are a plus.

Special: Advanced competency with the following tools or products:

- ⇒ "Tenable Nessus" vulnerability scanners
- ⇒ "ForeScout CounterAct" network access appliance
- ⇒ "Microsoft Windows Server Update Services (WSUS)"
- ⇒ "Wireshark" packet analyzer

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170