

# NEW MEXICO JUDICIAL BRANCH

## INFORMATION TECHNOLOGY SECURITY SPECIALIST

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

### SUMMARY

Under direction, ensure the security of information technology (IT) systems and data in a user environment of 250 or more users.

### QUALIFICATIONS

**Education:** Bachelors' degree in business administration or management with a technology emphasis, project management, computer science, IT related engineering, mathematics or other related field.

**Education Substitution:** Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

**Experience:** Five (5) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- three (3) years of technical experience including but not limited to technical project management, including scheduling, allocating resources, prioritizing technical tasks and projects;
- one (1) year of experience overseeing IT security on network, server and client systems.

**Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for general experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

**Knowledge:** Knowledge of project management techniques; information technology security management best practices and processes; technical understanding of application design, program development, system servers and management, client and database administration, network configuration and management, applications analysis and development; connectivity, data sources, update, content and access control systems and methodology; project reporting and tracking methods and techniques; privacy requirements; identity protection practices; IT security products and techniques; business continuity planning; IT trends, techniques and emerging technologies and security trends in government and private industry; IT development standards; capabilities and capacity of computer equipment and applications; and customer support best practices; security standards and procedures.

**Skill & Ability:** **Skill in** computer information system security management, project management; communicating effectively with diverse parties both orally and in writing using technical and non-mechanical language; organizing and setting priorities; multitasking; working independently; developing IT policies and procedures. **Ability to** use IT security management and monitoring tools and software such as anti-virus software, network firewall devices, intrusion detection systems; use project management software and create and maintain project plans; research new IT capabilities, functions and trends; oversee and direct multiple projects simultaneously and meet respective deadlines for those projects; prepare and make presentations; research and analyze problems logically and recommend alternative courses of action; establish and maintain cooperative working relationships; understand general direction of judicial entity automation; participate in short and long-term strategic planning; learn new operating systems and IT tools; manage time and resources effectively; manage and direct committees.

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### **EXAMPLES OF WORK PERFORMED**

Manage the information security function in accordance with established policies and guidelines; secure information technology for judicial entities; assure controls are in place to grant end users appropriate level of access to data and to restrict unauthorized users from sensitive data; employ appropriate security management and monitoring process and systems; work with internal and external teams to administer project plans; liaison and interact with other government agencies for security measures and matters; lead (or participate in) technical review discussions and IT change management processes and coordinate cross team activities; develop and implement information and security strategy and architecture; work with groups to create, document, implement and manage policies, procedures and practices to ensure availability, integrity and privacy of information assets; assist in compliance with relevant IT laws and policies; work with management to identify strategic planning initiatives; assist in developing annual IT plan and implementing IT directives; participate in recruitment and selection of new employees; meet with management to discuss current issues and projects and resolve issues; provide information and reports to committees; coordinate security orientation and security awareness programs; coordinate disaster recovery contingency plan and tests; evaluate emerging technology and techniques; determine priorities, review standards and procedures and results of completed work. May serve as leader or advisory member on committees relating to information technology and security.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.