NEW MEXICO JUDICIAL BRANCH

AOC INFORMATION TECHNOLOGY SECURITY SPECIALIST SENIOR

(Classified)

TARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience (pay range NN)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9642JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting, and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction ensures the security of information technology (IT) systems and data in a user environment of 250 or more users.

EXAMPLES OF JOB DUTIES

- **The AOC IT Security Specialist Senior** is responsible for managing the information security function of the judiciary under the direction of the AOC Chief Information Security Officer and/or the AOC Chief Information Technology Officer, and in accordance with established policies, guidelines, and best practices.
- Assures policies and controls are in place to grant end-users an appropriate level of access to data and to restrict unauthorized users from sensitive data.
- Identifies, implements, and manages appropriate IT security management and monitoring processes and systems.
- Collaborates with internal and external teams to lead and manage cyber security projects, risks, and issues, and administer project plans.
- Acts as a lead liaison with government agencies for IT security measures and matters.
- Identifies, develops and implements information and security strategy and architecture.
- Leads technical review discussions and IT change management processes to coordinate cross-team activities.
- Leads groups in creating, documenting, implementing and managing policies, procedures, and best practices to ensure availability, integrity, and privacy of information

assets.

- Ensures compliance with relevant IT laws, regulations, standards, and policies.
- May identify strategic planning initiatives and develop and recommend annual IT plans and directives.
- Develops, implements, and presents security orientation and security awareness programs.
- Prepares and provides information and reports to committees.
- Develops and implements disaster recovery and incident management plans and tests.
- Identifies and evaluates emerging technologies, standards, and /or programs, drafts and oversees risk assessments and the process of identifying approved hardware and software.
- Serves as a leader or advisory member on committees relating to information technology and cyber security.
- Serves as a team lead on project planning and assigns tasks to project resources.
- May supervise other IT security employees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of project management techniques; IT security processes; 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; 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 security standards and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration or Management, Project Management, Computer Science, Information Technology, IT engineering, Mathematics, or other directly related fields.

Education Substitution: Four (4) years of directly related or relevant experience may substitute 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, and 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 thirty (30) semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

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 or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 11/05/20, Benefits updated: 02/26/21, Name change: 10/26/22, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24, 07/06/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.