

NEW MEXICO JUDICIAL BRANCH

AOC INFORMATION TECHNOLOGY SECURITY SPECIALIST

(Classified)

TARGET SALARY: \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range MM)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9640JB

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** is responsible for implementing the information security function of the judiciary, under the direction of the AOC IT Security Specialist Senior, and/or the AOC Chief Information Security Officer, and in accordance with established policies, guidelines, and best practices.
- Assist in developing and monitoring controls to grant end-users an appropriate level of access to data and to restrict unauthorized users from sensitive data.
- Employs appropriate security management and monitoring processes and systems.
- Works with internal and external teams to assist with cyber security projects and administer project plans.
- Acts as a liaison with government agencies for IT security measures and matters.
- Assists in developing and implementing IT and cyber security strategy, training and architecture.
- Participates in technical review discussions and IT change management processes to coordinate cross-team activities.
- Assists in the creation, documentation, implementation, and management of policies, procedures, and practices to ensure availability, integrity, and privacy of information assets.

- Assist in compliance with relevant IT laws, regulations, standards, and policies.
- Works with management to identify strategic planning initiatives and assists in developing and implementing annual IT plans and directives.
- Coordinates and assist in the development of security orientation and security awareness programs and training.
- Provides information and reports to committees.
- Coordinates disaster recovery and incident management plans and tests.
- Evaluates emerging technologies, standards, and/or programs, drafts risk assessments and assists with the whitelist of approved hardware and software.
- May serve as an advisory member on committees relating to information technology and security.
- 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: Three (3) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- Two (2) years of technical experience including but not limited to technical project management, including scheduling, allocating resources, prioritizing technical tasks and projects; and
- One (1) year of experience overseeing IT security on network, server, and client systems.

Experience Substitution: A certification from EC-Council, CompTIA Security+, or similar may substitute for up to one (1) year of experience. 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, employee assistance 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 04/22/06, Rev: 05/02/11, 02/04/20, 11/5/20, Benefits updated: 02/26/21, Name change: 10/26/22, Audit: 12/31/22, Rev Pay Range: 07/08/23

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.