

**The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

TECHNOLOGY SERVICES EMPLOYMENT OPPORTUNITY

Charleston, West Virginia

Position open until filled.

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology Services Division, headquartered in Charleston, West Virginia. The Technology Services Division is responsible for all technology-related matters for the Court System of the State of West Virginia, including the Administrative Offices of the Supreme Court of Appeals. The position is a **Compliance Specialist** position directly reports to the Chief Information Security Officer, briefly described as follows.

Compliance Specialist

Salary: 45,000-\$55,000

Position Purpose: This position, under the supervision of the Chief Information Security Officer (CISO), conducts information technology (IT) compliance testing to assess risk, evaluate controls and safeguard assets to ensure compliance with all relevant regulations and standards.

Minimum Qualifications: The successful candidate must possess Associate Degree in Computer Science related discipline or equivalent combination of education and work experience required. Two (2) years of experience in Information Technology auditing. CompTIA Security+ Certification preferred.

Primary Duties and Responsibilities include:

- Assists CISO in development and implementation of security policies, audits and compliance testing.
- Engages with staff to recommend solutions to improve policies, procedures, efficiency and controls.
- Reviews audit trails and access control violations.
- Conducts physical and IT security audits at the direction of the CISO.
- Compiles, maintains and reports on investigatory findings of audits.
- Recommends remediation activity for compliance activities found deficient and monitors remediation progress.
- Provides input for System Security Policy documentation.
- Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of ISO-27000 series of standards.
- Ability to learn and understand quickly and find solutions through technical documentation, Internet searches, or peer interaction.
- Ability to communicate effectively, both verbally and in written formats.
- IT auditing experience.
- Preferred certifications; CISSP, CCNA, CompTIA Security+

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver’s license.
- Ability to travel throughout the state which may result in overnight stays.
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling.

Continuing Education Requirements:

Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide. Maintain and acquire industry related certifications.

Criminal Background Check: All successful candidates must submit to a criminal background check.

COMPENSATION AND BENEFITS INCLUDE:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

West Virginia Courts. West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment. It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

APPLICATION PROCESS:

To apply for this position, direct the following application materials to Joan.Mullins@courtswv.gov :

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.