



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida**

**Position Vacancy Announcement
Information Technology (IT) Security Officer**

Announcement No: 26-12
Duty Station: [Jacksonville, FL](#)
Position Type: Full-Time/Perm
Open Date: 04/21/2026
Close Date: Open until filled*
**First consideration given to applications received by May 8, 2026*
Position Start Date: June 2026
Salary Range: CL 28/1 to 28/61 (\$71,583 - \$116,394**)
***Starting salary commensurate with qualifications, experience, and salary history per U.S. Court Guidelines.*

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida (Court) is seeking qualified applicants for the full-time position of **IT Security Officer (ITSO), Jacksonville Division**. Responsibilities as the ITSO include systems administration, implementation of security/critical patches, remediating vulnerabilities, deploying hardware and software and providing technical support to staff, determining security policies and implementing security measures and solutions to protect office data and systems. The ideal candidate must have good technical knowledge and be able to communicate effectively. This position reports to the IT Support Supervisor and will support the work of 10 judges and approximately 80 staff members across the Court's three divisional offices in Jacksonville, Orlando, and Tampa, with a satellite office in Fort Myers.

Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court: *"Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect."*

Representative Duties

- Install, configure, and document software and manage software deployment, patching, and upgrades using endpoint management tools.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers' websites to ensure patches are tested and applied in a timely fashion.
- Remediate security vulnerabilities on servers, desktop, laptop, and tablet computers in order to protect data, software, and hardware.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Provide technical expertise in the development and operational support of the court unit's systems and services. Design, test, configure, and deploy new or enhanced systems and applications. Perform troubleshooting during failures and conduct detailed investigations to determine root cause and corrective action.
- Analyze user needs. Research alternatives and propose solutions. Coordinate hardware and software system installations and monitor equipment functioning to ensure specifications are met.
- Provide end user training.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Review, evaluate, and make recommendations on the court unit's IT security program. Assists with the development and maintenance of security policies and procedures. Review system security logs in accordance with established policies. Assist with the identification, implementation, and documentation of security safeguards on information systems.
- Establish mechanisms to promote security awareness and adoption of security best practices.
- Write and update security policies, complete security scorecards, audits, and simulations as required.
- Plan for disaster recovery operations and testing, including network performance, security, producing useful system documentation, performing system startup and shutdown procedures, and maintaining control records. Monitor and perform data backups.
- Participate in district-wide network projects including hardware upgrade, work with Administrative Office on wide area network equipment upgrades.
- Perform other related duties or special projects, as assigned.

Qualifications

Required:

- Eligible candidates must have at least two years of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.
- Must be highly self-motivated, extremely detail oriented and organized.
- Must present a professional demeanor, positive personality, and work well in a team environment.
- Must possess excellent written and verbal communication skills.
- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Must be able to manage multiple priorities and projects with limited supervision.
- Experience with Active Directory, DNS, DHCP, GPO's and Windows servers.
- This position requires occasional travel between offices located in Jacksonville, Orlando, and Tampa; therefore, a valid driver's license is required.
- Candidates must be able to lift and move items weighing up to fifty (50) pounds.

Court Preferred:

- Bachelor's degree in computer science or related field.
- CompTIA Security+ and/or CISSP certifications.
- Experience with Apple products, IOS operation system and other mobile devices.
- Familiarity with Microsoft Office, Windows and Adobe Acrobat.
- Experience with KACE desktop management system preferred.

Application Procedures

- Qualified applicants should submit a (i) cover letter, (ii) resume, and (iii) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to jobs@flmb.uscourts.gov (**single PDF document required**). Please reference the vacancy announcement number and position title in the subject of the email. Only complete packets will be considered. **For first consideration, applications must be received by May 8, 2026.**
- Applications may be reviewed as received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. Applicants selected for interviews must travel at their own expense.
- This is a high-sensitive position; as a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 19-21 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.
- The Court will check references and current employers.
- Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)). Optional benefits include Group Health, Dental, Vision and Life Insurance, and/or Long-Term Disability Insurance, and participation in the Court's Flexible Benefits Program. Local Court Benefits may include Telework Opportunities, on-site Federal Occupational Nurse, access to an on-site Fitness Center, and a Public Transit Subsidy. Please visit <http://www.uscourts.gov/careers/benefits> to learn more. Position may qualify for recruitment or relocation bonus.

Additional Information

- Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. All Court employees are "at will" employees, and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

The United States Bankruptcy Court is an equal opportunity employer and values diversity in the workplace.