IT Security Specialist
Office of the Speaker
Illinois House of Representatives

The Illinois House of Representatives is looking for an IT Security Specialist to plan, analyze, design, configure, test, implement, maintain, and support the agency's network security while reporting to the IT Director on network security issues (patch management, cyber-security, evaluation of internal controls, etc.). The position requires a detail-oriented, results-driven individual with strong technical, organizational, and communications skills.

DUTIES AND RESPONSIBILITIES:

- Identifies and communicates current and emerging security threats.
- Evaluates existing internal controls, makes decisions based on industry best practices and leading technologies, and formulates elements to mitigate threats as they emerge.
- Creates solutions that balance business needs with IT and cyber-security requirements.
- Develops patch management program for laptops, desktops, and servers.
- Recommends enhancements and change.
- Coordinates updates and new software purchases to maintain leading edge anti-virus, anti-malware, SIEM in providing maximum internal network protection.
- Scans Syslogs, IPS/IDS, servers, etc., in search of intrusions.
- Investigates suspected or confirmed malware/virus/Trojan/Trikbot or other malicious infections.
- Researches such attacks, and remediates issues as they occur.
- Networks with vendors and other governmental bodies regarding successful incident management and reports findings for management consideration.
- Develops and aligns IT security and data privacy/security standards, policies, and practices that:
  - protect the Illinois House's network and data with effective computer/infrastructure/network/hardware/software security controls;
  - safeguards, secures, and controls access to hardware, software, and personal confidential information stored in the House's systems; and
  - defines well-designed and well-managed controls for safeguarding, securing, and controlling access to sensitive hard copy data.
- Promotes and lobbies for adoption and implementation of IT security policies and procedures.
- Coordinates audit inquiries regarding IT security policies and practices and reports to the IT Director.
- Facilitates meetings regarding IT security.
- Interprets, documents, plans, and prioritizes data privacy and data security issues to strengthen confidentiality of agency data solutions.
- Catalogs and maintains data privacy and data security documentation of existing agency systems to align with current policies and procedures.
- Performs internal vulnerability assessments.
- Schedules and coordinates vulnerability/penetration testing with qualified outside entities.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Three years of IT security experience that includes IT security policy formulation, systems administration, network security, application security/penetration testing, cyber-security, firewall administration, process improvement and implementation.
- Any of the following certifications would be considered a plus: CISM, CCNA, CISSP, ENSA, Comptia Security+, CEH, GSEC, PCSSA, PCNSA, or CISA
- Familiarity with NIST standards and compliance.

- Skilled in: incident response, intrusion prevention, firewall and network security, event management, SIEM, application security.
- Excellent listening, oral, written, and interpersonal communication skills.
- Ability to efficiently manage simultaneous tasks and re-prioritize when necessary.
- Ability to think logically, interpret problems, present creative solutions with clarity and precision, and deliver results.
- Ability to work independently, yet quickly assimilate into a team atmosphere to participate on inter-departmental assignments.
- Ability to translate technical and complex information and instructions into common, user-friendly terms.
- Capable of quickly adapting to change and various demands.
- Effective problem-solving.
- Knowledge of patch management methodologies via SCCM, or similar.

PREFERRED:

- Degree in Computer Science.
- Five years relative IT security experience.

Qualified applicants should submit cover letter, CV, and contact information for three professional references to:

Pamela Lassiter
Human Resources Director
Illinois House of Representatives
Office of the Speaker
Room 419, Stratton Building
Springfield, IL 62706
HumanResources@hds.ilga.gov

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