Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

JOB DESCRIPTION

JOB TITLE:	SECURITY ANALYST	**PAY GRADE:**	180
DEPARTMENT:	INFORMATION TECHNOLOGY	**PAY RANGE:**	$60,000 - $84,000
SUPERVISOR:	DIRECTOR OF INFORMATION TECHNOLOGY	**REVISED:**	AUGUST 2019
		EXEMPT	

JOB SUMMARY:

Responsible for performing technical and analytical work related to information security to protect the confidentiality, integrity, and availability of information and systems used by the County. Plan, design and implement security measures to address business needs and ensure compliance with regulatory and privacy laws. Perform vulnerability assessments and manage remediation efforts, providing recommendations and changes needed to enhance system security and prevent unauthorized access. Advise and assist with educating and communicating security requirements and best practices to all employees.

ESSENTIAL JOB FUNCTIONS:

1. Implement security technologies to protect County assets.

2. Assist in developing organizational security policies and training materials based on industry standards and best practices.

3. Provide recommendations to ensure compliance with required security standards.

4. Perform ongoing monitoring, threat analysis, and system evaluations to safeguard County information.

5. Research potential attempts to compromise the confidentiality, integrity, or availability of assets.

6. Proactive event review of SIEM, syslog and other logging systems.

7. Work closely with team to identify and resolve system vulnerabilities as well as mitigate critical threats to the organization.

8. Troubleshoot and resolve service desk cases related to information security issues.

9. Develop and maintain security policies and procedures.

10. Assist in ensuring all data shared internally, externally, or via the web meets security requirements.

11. Research current trends and developments in the industry, identify where new solutions or enhancements to current systems may improve operational or functional efficiency of assigned systems.

12. Research and stay current with potential threats, vulnerability disclosures, and recent data breach events.

13. Audit and maintain endpoint and server protection systems, including anti-virus/anti-malware systems and others.

14. Create and maintain server/system patching systems, and provide reporting for patch/update installation.

15. Perform a variety of security-related tasks and assist with special projects as assigned.

16. Monitor and escalate alert notifications 24/7.

17. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education and Experience:

High school diploma or equivalent plus 5 or more years of related experience.   A combination of education, training and experience may be substituted at the Clerk's discretion.

Experience preferred managing and securing Apache and NGINX; managing and securing HAProxy reverse proxy; managing Palo Alto firewalls; and managing Fortinet firewalls.

Licenses/Certificates:

CISSP, CCSP or industry-related certification.

EQUIPMENT USED:

Personal computer, copier, facsimile, phone

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Ability to communicate effectively and professionally both orally and in writing.

- Service-oriented mentality, providing excellent customer service.

- Strong analytical and decision-making skills.

- Server administration experience.

- In-depth understanding of security controls, technologies, principles and practices used to maintain a secure infrastructure.

- Basic understanding of managing security of Microsoft Technologies including Windows Server and Desktop operating systems, Office 365/Exchange, OneDrive, Active Directory, Group Policy, NTFS/Share permissions, IIS, and others.

- Basic understanding of managing security of Linux systems including Redhat, Ubuntu, Debian, Photon, SUSE, and other distributions.

- Knowledge of common application attacks, mitigation strategies, and implementing data-loss prevention techniques.

- Basic understanding of security standards such as PCI, HIPAA, and CJIS.

- Basic understanding of business continuity and disaster recovery strategies.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer, ability to sit for long periods of time.

Frequent:

N/A

WORKING CONDITIONS:

Office environment with constant public exposure.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

Employment preference is given to applicants who do not use a tobacco product(s)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, **print the results and attach to your on-line application.**