

## **Victor School vacancy- Salary rate \$26.82/hr**

**Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.**

### INFORMATION SECURITY TECHNICIAN

#### MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's degree in information security, information systems, computer science, information resources management, information technology, or a closely related field; OR
2. Possession of an Associate's degree in a field noted in (1) above AND two (2) years of full-time paid work experience, or its part-time equivalent, in information technology security, which included, or was closely related to, two or more domains of information security: Security and Risk Management; Asset Security; Security Engineering; Communication and Network Security; Identity and Access Management; Security Assessment and Testing; Security Operations; or Software Development Security.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The Information Security Technician is the primary contact for employees regarding possible security risks to their systems. Incumbent provides prescribed technical assistance to users that relate to information technology security and related systems. The work involves responsibility for documenting the reported issue and escalating the issue to the Information Security Analyst and assisting with the appropriate remediation measures. The incumbent will assist in ensuring that information security access management; processes and industry standards are followed and maintained. Unlike the Information Security Analyst, employees in this classification are not tasked with assisting administration with internal investigations, though may provide detailed documentation to be used in such investigations. Work is performed under the general supervision of a higher-level department employee. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors results of daily internal system log analysis and alerts appropriate staff of any concerns;  
Assists in the daily review of security appliances and system logs;  
Monitors system vulnerability and escalates issues needing analysis, as required;  
Assists with security scanning or testing;  
Reviews forensic and audit reviews to assist with compliance established standards;  
Assists with activities for providing back-up, recovery and business continuity;  
Assists with the configuration and certification acceptance of data signatures;  
Assists with system performance and data related tuning;  
Receives notifications via telephone, e-mail, facsimile, mail, and in person regarding possible security systems issues;  
Prepares reports as needed.

INFORMATION SECURITY TECHNICIAN

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of networking and operating systems; good knowledge of modern principles and practices of computer system security administration; good knowledge of accepted information technology practices with regard to data integrity and security; working knowledge of security events incident management (SEIM) platforms; working knowledge of security login platforms; ability to understand systems requirements for a variety of applications; ability to communicate effectively, both orally and in writing; ability to understand and interpret technical material; ability to prepare written material, ability to form and maintain effective working relationships; ability to work well with customers and service agencies; physical condition commensurate with the demands of the position.

ADOPTED: APRIL 28, 2023

CIVIL SERVICE CLASSIFICATION: COMPETITIVE