



**MARICOPA COUNTY**  
invites applications for the position of:  
**IT Department Security Officer**

An Equal Opportunity Employer

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**OPENING DATE:** 09/10/19

**CLOSING DATE:** 09/16/19 11:59 PM

**DEPARTMENT:** Recorder

**JOB TYPE:** Unclassified/Full-Time

**LOCATION:** Phoenix, Arizona

**SALARY:** \$69,264.00 - \$116,480.00 Annually

**POSITION OVERVIEW:**

**ABOUT THE OFFICE OF THE COUNTY RECORDER:**

The Maricopa County Recorder's office, is responsible for recording all documents required by law to be made public record, including documents related to real-estate transactions. Since August of 1999 we have accepted [documents electronically](#) and currently over 83% of all documents are submitted this way. We continue to remain at the forefront of e-government. Data including our first recording on June 5, 1871 can be located on our website. We are proud of the many [awards and recognition](#) we have received and that we are considered by many to be the premier recording office in the country.

**ABOUT THE POSITION:**

The **IT Department Security Officer** provides support for the execution of Information Security for the Maricopa County Recorder's Office in alignment with the Enterprise Information Security Program to fit the business needs of the department. This includes activities such as System and Data Classification, Data Protection Risk Management, Compliance, Security Assessment (includes Penetration Testing and Vulnerability Assessments). Reports cyber security risks to the Maricopa County Recorder and Maricopa County CISO.

**POSITION QUALIFICATIONS:**

**We recognize your time is valuable, so please apply if you meet the following required qualifications:**

***Education:***

- Bachelor's degree in Computer Science or technology related field.

***Experience:***

- Five (5) years related IT work experience, of which three (3) years are in one of the

following IT Security areas:

- security compliance, security assessment, security risk management and the development and execution of gap analysis. OR
- security technology experience with the development, implementation and analysis of security controls.

OR

**Combined education and experience qualifications:**

- An equivalent combination of post-secondary education in Computer Science or technology related field and/or IT experience may substitute for the minimum qualifications on a year for year basis. The three (3) years of IT Security experience are required.

**Other Requirements:**

- Must have or have the ability to obtain a valid Arizona Driver's license at time of hire.
- Must successfully complete the next scheduled Secretary of State Election Officer Certification.
- Must be eligible to vote in Arizona.
- Ability pass applicable background check.

**Our Preferred Candidate has:**

- Certified Information Systems Security Professional (CISSP).
- Project Management Professional (PMP).
- Certified Ethical Hacker (CEH).

**ESSENTIAL JOB TASKS:**

- Collaborates with the Information Security Office, Office of Enterprise Technology and all IT groups within the County to ensure best-in-class procedures and security standards for the security of all recorder / elections information and established IT programs.
- Leverages industry standard security frameworks including NIST, ISO27000, SANS and COBIT as a component of the overall information security strategic plan.
- Supports management, operational and technical assessments of the department's security posture with multiple security compliance standards and maintains the security protections that are required as it relates to the County's Information Security Framework.
- Provides comprehensive information security planning and operational support for elections related activities.
- Supports development and delivery of training programs for Information Security awareness, policies, standards, and guidelines.
- Assists in drafting, reviewing, implementing and enforcing department and County information security policies, standards, guidelines, and procedures for the acceptable and secure acquisition, development, modification, and operation of County Technology Resources.
- Supports execution of the department electronic discovery process which includes triaging of all eDiscovery requests including; Litigation Hold, Preservation of evidence, and personnel investigation requests.

**Working Conditions:**

General office environment. Required to respond 24x7 as needed. May occasionally need to lift equipment up to 50 lbs. Some driving between work locations is required.

**Maricopa County is an EEO/ADA Reasonable Accommodation Employer.**

**SELECTION PROCEDURE:**

The hiring authority will interview and select the successful candidate depending on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

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APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<https://jobs.maricopa.gov>

Job #360ITDPTSCRTYOF08092  
IT DEPARTMENT SECURITY OFFICER  
LP

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)

[hrfeedback@mail.maricopa.gov](mailto:hrfeedback@mail.maricopa.gov)

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

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**IT Department Security Officer Supplemental Questionnaire**

- \* 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. NOTE: Your resume is NOT a substitute for the information requested in the online application.
- By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- \* 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
- Doctorate
- Master's degree
- Bachelor's degree
- Associate's degree
- Technical school (non-Associate's degree)
- High School diploma or GED
- Less than a High School diploma or GED certificate
- \* 3. Do you have a degree in any of the following?
- Computer Science
- Other technology related field
- None of the above
- \* 4. Please identify your years of related IT work experience.
- 9 or more years
- 7 or more years but less than 9 years
- 5 or more years but less than 7 years
- 3 or more years but less than 5 years
- 1 or more years but less than 3 years
- Less than 1 year
- No experience
- \* 5. Please identify your years of experience with security compliance, security assessment, security risk management and the development and execution of gap analysis.
- 3 or more years
- 2 or more years but less than 3 years
- 1 or more years but less than 2 years
- Less than 1 year
- No experience
- \* 6. Please identify your years of security technology experience with the development, implementation and analysis of security controls.
- 3 or more years
- 2 or more years but less than 3 years
- 1 or more years but less than 2 years
- Less than 1 year
- No experience
- \* 7. If you indicated in the previous questions that you have IT Security experience, please describe that experience and include your title, name of agency you worked for and your

main responsibilities. Indicate "N/A" if you do not have experience.

- \* 8. Please identify your certification credentials from the following list.
  - Certified Information Systems Security Professional (CISSP)
  - Project Management Professional (PMP)
  - Certified Ethical Hacker (CEH)
  - No experience
- \* 9. This position requires candidates to be registered or eligible to register to vote in Arizona.
  - I have read and acknowledged this statement.
- \* 10. This position requires to successfully complete the next Secretary of State Election Officer Certification.
  - I have read and acknowledged this statement.
- \* Required Question