

# ***UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT***



## **POSITION VACANCY ANNOUNCEMENT~REVISED QUALIFICATIONS**

**ANNOUNCEMENT NO.:** CAFC-09-14

**OPEN:** October 2, 2009

**CLOSE:** Open Until Filled

**POSITION TITLE, GRADE  
AND SALARY:**

**Emergency Preparedness Coordinator/Security Specialist**

CL 28 (\$58,476-\$95,037)

In accordance with current recruitment, promotion and/or demotion policies

**LOCATION OF POSITION:**

United States Court of Appeals  
for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

### **About the Court:**

The Federal Circuit is unique among the thirteen Circuit Courts of Appeals, as it has nationwide jurisdiction in a variety of subject areas. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims. The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Board of Patent Appeals and Interferences, and the Trademark Trial and Appeals Board. Decisions of the United States International Trade Commission, the Office of Compliance of the United States Congress and the Government Accountability Office Personnel Appeals Board are also reviewed by the court. The court's jurisdiction consists of administrative law cases, intellectual property cases, and cases involving money damages against the United States government. The administrative law cases consist of personnel and veterans claims. Nearly all of the intellectual property cases involve patents. Suits for money damages against the United States government include government contract cases, tax refund appeals, unlawful takings, and civilian and military pay cases.

### **Position Summary:**

The Court is looking for a motivated, self-reliant, and skilled candidate with proven experience in physical security operations, emergency preparedness (to include Continuity of Operations Planning-COOP), Occupant Emergency Planning (OEP), and in serving as a COTR (Contracting Officer's Technical Representative).

This position is located in the Administrative Services Office of the U.S. Court of Appeals for the Federal Circuit. As the Emergency Preparedness Coordinator/Security Specialist, the position serves as the Court's COTR (Contract Officer's Technical Representative) to assure compliance with court security services and contract requirements; to review guard services, security system installations, and ensure all protection needs are met within maintenance contracts. As the Security Specialist, the position will serve as the technical authority in security force operations, and for the physical protection of officials, personnel, facilities, sensitive resources and processes inherent to the Court. The incumbent will establish requirements for the court security force, and direct deployment of the force during special operations, or in response to emergencies. Other duties include conducting security investigations, inspections, surveys, and research and evaluation of security systems. As the Emergency Preparedness

Coordinator, the incumbent will develop plans for preparedness and readiness assurance, including the facility Occupant Emergency Plan (OEP) and COOP. As the primary point of contact, the incumbent is responsible for making sure the Court has a plan in place that will allow its essential functions to continue its normal operations in the event of a major disruption. Occasional evening and/or weekend hours may be required.

**The ideal candidate** will meet the required qualifications; have experience in effectively managing people; a working knowledge of basic computer usage (e-mail, Word); effective communication skills, orally and in writing; space and facilities, logistics, and/or communications experience; and familiarity with the logistics of the Washington DC area. **A Law Enforcement Background is highly desired.**

**Representative Duties:**

Coordinates implementation of the Court's emergency management plan and program.

Recommends policies for facilities management, emergency planning, preparedness and response, and for COOP.

Monitors and recommends revisions to the Court's COOP document in accordance with changes in court practices, judiciary directives, or FEMA guidelines.

Serves as the key member of the Court's emergency preparedness team, and is responsible for security oversight and maintaining a log of all emergency activities and actions.

Provides leadership necessary to ensure the Court is prepared to practice and maintain a well structured COOP.

Establishes criteria for identifying and analyzing trends in emergency management activities, and in measuring effectiveness in achieving objectives and goals.

Develops memoranda of understanding as required with relevant agencies (i.e. local government entities to provide alternative site for court operations).

Establishes and maintains contacts with U.S. Marshals Service (USMS), Federal Protective Service (FPS), USSS, FEMA, local police, fire, USSS, and public health officials, and the Judiciary Emergency Preparedness Office (JEPO).

Coordinates emergency management exercises and training for court personnel.

Defines standards, tools, and processes to be used in developing a continuity program consistent with federal directives, judiciary guidelines, and court policy.

Prepares and updates the Occupant Emergency Plan (OEP).

Prepares, plans and conducts emergency preparedness training, testing, exercises and after action reporting.

Formulates, develops, and communicates court security policies, standards, and procedures to employees and contractors, including ensuring the development and maintenance of a current security education and awareness-training program.

Advises the Deputy Circuit Executive/Operations Manager on methods of improving the effectiveness and efficiency of the Court's security administration.

Presents and defends proposed programs and policies to enhance security within the Court.

Evaluates the adequacy and effectiveness of the security program by systematically performing program evaluations that include identifying changes in requirements, assessing needs, evaluating program

merits, and revising policies and procedures in response to the results of the program evaluations or changes in requirements.

Assures accuracy, reliability, and defensibility of analytical and general background information and data relating to security administration activities.

Provides technical assistance and guidance to court officials and senior management relative to security related emergency response issues.

Monitors and manages the day-to-day security operations within the Court, and serves as the primary point of contact for implementation and execution of daily security requirements.

Serves as COTR for the Court, in monitoring deliverables under the Federal Circuit/USMS Court Security Contract for reimbursable Special Security Officers (SSOs).

In the event of an emergency, provides technical assistance and guidance to court personnel and security staff.

Manages security policy and evaluates/coordinates security access and clearances.

Coordinates the development of information criteria and clearance protocols, and access to the facility, databases, and other court systems.

Coordinates physical security issues with the USMS/AOUSC Contractor (currently ADT).

Establishes visitor security and access procedures.

Evaluates and conducts initial background check reviews (using the Department of Justice criminal database system); makes recommendations on hiring decisions based on those reviews; grants or denies court access and use of court systems. Serves as the Terminal Agency Coordinator (TAC).

Performs research and prepares security studies and reports.

Implements “need to know” security criteria for physical storage and control, and for transferring, reproducing, and destroying confidential documents.

Monitors program implementation and control practices to ensure that confidential information is protected and properly accounted for.

Exchanges ideas, information, and materials with other courts and agencies to keep ahead of change and to promote security education and awareness among employees.

Reviews and provides comments to the Deputy Circuit Executive/Operations Manager on proposed legislation, regulations, policies, and statutes that may impact the Court’s security program.

Meets with senior management and judges to resolve security related issues or concerns.

Determines resource needs and allocates available resources to mitigate security deficiencies and/or weaknesses. Recommends corrective actions.

Conducts preliminary inquiries into possible security violations/infractions.

Represents the Court at judiciary and interagency committees, seminars and working groups, and serves as the principal security contact.

Controls, coordinates, monitors, and reviews security procedures and operations within the Court.

Evaluates existing security practices, and makes recommendations to correct and identify deficiencies.

Conducts tabletop security demonstrations, training events, and simulated exercises.

Briefs Judges and employees on security equipment and procedures.

Oversees the court security staff, and may supervise up to two administrative support staff.

**Required Knowledge, Skills, and Abilities:**

Knowledge of federal emergency preparedness and COOP guidelines;  
Knowledge of emergency response communication equipment and systems;  
Knowledge of physical security laws including appropriate handling of sensitive documents;  
Knowledge of advancements in the field of security administration with demonstrated ability in the application of policies and techniques required for the development, management, and operation of a security program;  
Knowledge of government security policies, directives, and other regulatory documents concerning the protection of government officials, personnel and facilities;  
Skill in recommending responses to emergency incidents based upon information received and analyzed;  
Skill in communicating information with others at various levels of government, orally and in writing;  
Skill in overseeing the completion and maintenance of logs and reports of emergency and/or security response issues;  
Skill in planning and executing preparedness activities such as drills and training exercises;  
Ability to plan and direct an emergency management program;  
Ability to plan, coordinate and supervise the work of a court security force and administrative support staff.  
Demonstrated ability to motivate staff and develop relationships with peers to achieve business results;  
Demonstrated ability to lead and/or serve as the Court's technical expert on physical security and emergency response;  
Ability to identify security trends, assess industry security policies and procedures, and determine the impact on the Court's program.

**Education/General Experience:**

Bachelor's Degree from an accredited four-year college or university. **COTR Certification Preferred.**

Two years of progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative processes for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

**Specialized Experience:**

Three years of specialized experience, including at least one year equivalent to work at the lower grade, in emergency planning and preparedness activities; the application of a wide range of security regulations, principles, concepts and methodologies; conducting interviews and investigations; analyzing information; making recommendations, and implementing instructions, security techniques, practices and methods; analyzing and evaluating security programs; and developing security plans.  
*Experience as a security guard is not qualifying.*

**Substitutions:**

Additional specialized experience may be substituted for the required general experience, and the degree requirement, on a year for year basis, up to four years.  
Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law enforcement, law, or other closely related field relative to the position, may be substituted for two years of the specialized experience.

**Application Process and Information:**

Mail, fax, or email a cover letter, resume, and/or AO-78 (*Application for Federal Judiciary Employment-see court's website at [www.cafc.uscourts.gov](http://www.cafc.uscourts.gov)-click on Employment*) to:

U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, N.W., ASO/HR-Suite 410  
Washington, D.C. 20439  
Attention: Emergency Preparedness Coordinator/Security Specialist, CAFC-09-14

Fax to: (202) 633-5885 E-Mail: [cafcjobs@cafc.uscourts.gov](mailto:cafcjobs@cafc.uscourts.gov)  
(*Job posting also at [www.usajobs.gov](http://www.usajobs.gov)*) **NO PHONE CALLS PLEASE.**

**Other Information:**

Only **qualified** applicants who submit complete application packages will be considered for the position. Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice. It is suggested that you apply early for timely consideration.

**NOTES:** (1) If selected you may be required to complete an initial performance evaluation period of employment. Failure to successfully complete the evaluation period may result in termination of employment. (2) This is an “**Excepted Appointment**” and “**At Will**” position. Federal Government Civil Service classifications or regulations do not apply. (3) As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. (4) This position is subject to EFT (direct deposit of earnings). (5) Must be a U. S. citizen or eligible to work in the United States.

*The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.*