



The Three Affiliated Tribes **Job Description**

SYSTEM & APPLICATION SPECIALIST

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Cybersecurity Information System Officer (CISO) DEPARTMENT: Cybersecurity SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 404 Frontage Road OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Cybersecurity Application and Systems Specialist play a key role in protecting the organization's applications, systems, and digital infrastructure. This position is responsible for maintaining security controls, identifying and mitigating vulnerabilities, supporting secure system configurations, supporting business applications, purchase acquisition/consultation and assisting with incident response. The specialist works closely with IT, development teams, and security leadership to ensure that technology environments remain secure, resilient, and compliant with organizational standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Security Operations & Monitoring

- Monitor security events across endpoints, servers, applications, and cloud services; triage alerts; escalate as needed.
- Maintain servers, network infrastructure equipment
- Maintain SIEM/SOAR use cases, detections, and playbooks; finetune to reduce false positives and improve mean time to detect (MTTD).

Vulnerability & Patch Management

- Run regular vulnerability scans for apps/systems; analyze results; coordinate remediation with owners and engineers.
- Track patch cycles; validate successful deployment; report on remediation SLAs and risk reduction.

Secure Configuration & Hardening

- Apply and maintain hardening baselines (e.g., CIS Benchmarks); enforce least privilege and secure defaults.
- Conduct configuration reviews for operating systems, databases, middleware, and application platforms.

Application Security

- Support SDLC security activities: dependency risk checks, SAST/DAST scans, secret management, and secure coding guidance.
- Work with staff to remediate findings and implement secure resolutions (encryption, input validation, logging, etc).

Identity, Access & Endpoint Security

- Administer controls for IAM, MFA, PAM, and role-based access; perform periodic access reviews.



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- Operate endpoint security tools (EDR/EPP), device encryption, and mobile security; respond to endpoint incidents.

Incident Response & Forensics

- Participate in incident handling: containment, eradication, recovery; collect and preserve evidence when needed.
- Contribute to post incident reviews and corrective actions; update response playbooks and runbooks.

Compliance & Governance

- Support audits and regulatory obligations (e.g., ISO 27001, NIST CSF, SOC 2, PCI DSS, HIPAA — customize as applicable).
- Maintain security documentation: standards, procedures, architecture diagrams, and exception registers.

Cloud & Infrastructure Security

- Implement guardrails, policies, and monitoring for cloud services (e.g., AWS/Azure/GCP); manage CSPM/CWPP findings.
- Collaborate on network security controls (firewalls, segmentation, WAF, VPN, NAC).

Awareness & Enablement

- Provide targeted guidance and training to IT and development teams; champion secure-by-design practices.
- Contribute to tabletop exercises and continuous improvement initiatives.

Purchasing Acquisition/Consultation

- Provide quotes for technology related purchasing
- Maintain vendor provided platforms for tracking
- Coordinating resources for business-aligned technology solutions

Other Duties:

- Managing cross-functional teams for successful project execution
- Integrating automation tools to streamline IT workflows
- Implementing Workplace AI tools for operational efficiency
- Will work in unison with Cybersecurity Director & CISO on workflows
- Other Duties assigned by Cybersecurity Director or CISO

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory does not exist.

KNOWLEDGE AND ABILITIES:



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- Knowledge of Microsoft Azure platform
- Knowledge of Fortinet equipment
- Knowledge of Ricoh Streamline Print Solution
- Knowledge of HP network equipment
- Knowledge of Networking
- Knowledge of managing anti-malware platforms
- Troubleshooting and problem resolution
- Flexibility and responsiveness
- Organized and detail-oriented
- Self-motivated and able to meet deadlines
- Customer-service focused
- Committed to excellence
- Works well on a team

MINIMUM QUALIFICATIONS AND EDUCATION:

- Bachelors/Associates degree in IT (or equivalent experience) **REQUIRED**
- 5 Years Experience in IT environment in lieu of Bachelors/Associate degree **REQUIRED**
- Professional Certifications

WORKING CONDITIONS:

- Hybrid/onsite work; occasional off hours support during incidents or maintenance windows.
- Ability to participate in on-call rotation (if applicable).
- Essential Status

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.



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All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____