



United States Court of Appeals for the Sixth Circuit

GRC Automation Specialist

Cincinnati, OH Temporary Full Time

\$81 - \$94 Per Hour*

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

Do you enjoy improving Governance, Risk, and Compliance (GRC) activities? The United States Court of Appeals for the Sixth Circuit is seeking a highly skilled GRC Automation Specialist to join our team for a temporary position starting February 23 and ending April 30, 2026.

Overview of Duties

The GRC Automation Specialist supports and enhances our Governance, Risk, and Compliance (GRC) program through process automation, system integration, and workflow optimization. This role will focus on improving the efficiency, accuracy, and scalability of GRC activities by leveraging automation tools and technologies. The major responsibilities and duties include the following:

- Design, develop, and implement automated workflows to support GRC processes such as risk assessments, control testing, issue management, and compliance reporting.
- Integrate GRC tools with internal systems (e.g., ticketing, identity management, asset management) to streamline data collection and reporting.
- Collaborate with Risk, Compliance, Audit, and Information Security teams to translate business requirements into automated solutions.
- Improve data quality, consistency, and traceability across GRC processes.
- Develop dashboards, metrics, and reports to support management and regulatory reporting.
- Document automated processes, workflows, and technical configurations.
- Support remediation tracking and continuous control monitoring initiatives.
- Identify opportunities for further automation and process improvement within the GRC program.

This position is intended to deliver measurable improvements within the defined timeframe.

POSITION QUALIFICATIONS

Required: Bachelor's degree in Information Systems, Computer Science, Cybersecurity, Risk Management, or a related field, or equivalent practical experience. 3+ years of experience in GRC, risk management, compliance, or audit, with a strong focus on automation or systems implementation. Hands-on experience configuring or administering a GRC platform. Working knowledge of common frameworks and regulations (e.g., NIST, ISO 27001, SOC 2, PCI DSS, HIPAA). Experience with workflow automation, scripting, or low-code/no-code platforms. Strong analytical and problem-solving skills with attention to detail. Excellent written and verbal communication skills. Ability to work independently, balance multiple priorities, and meet deadlines in a temporary assignment.

Preferred: Experience with CIS security framework. Familiarity with APIs, data integrations, or scripting languages (e.g., JavaScript, Python). Experience supporting internal or external audits. Relevant certifications such as CISA, CRISC, CISSP, or similar. Experience working in regulated or highly controlled environments.

COMPETITIVE TOTAL REWARDS

Compensation*: \$81 - \$94 Per Hour (*Salary commensurate with qualifications)

Benefits: Employer subsidized health insurance plan.

WORK/LIFE BALANCE

Work/Life: Earn 4 hours of sick leave per pay period (two weeks). Hybrid telework schedule may be available.

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#). Position is open until filled; preference given to applications received by **January 23, 2026**.

Interviews may be scheduled on a rolling basis and take place prior to the 'received by' date listed above. Virtual interviews available.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background investigation and fingerprinting. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. The incumbent is required to complete a financial disclosure report.

Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.