

November 3, 2008

The Court is Now Receiving Applications from Qualified Applicants  
for the Position of Trial Clerk

The primary duty of a Trial Clerk is to travel extensively to assist the Judges and Special Trial Judges of the United States Tax Court as they conduct Court sessions in over 70 cities throughout the United States. While on session, the Trial Clerk acts as a confidential assistant to the Judge and performs all administrative duties, including setting up the courtroom and chambers, answering questions from taxpayers and counsel regarding Court procedure, calling the Court to order, calling the calendar, administering oaths, keeping notes on the proceedings, ordering transcripts, preparing orders and preparing the minutes of the proceedings. At the conclusion of the trial session, the Trial Clerk is responsible for organizing and returning case files and documents to the Tax Court headquarters in Washington, D.C. When not traveling, a Trial Clerk's duties include preparing case files for shipment to trial sessions, reviewing transcripts received from the official reporting company, and assisting Judges and Special Trial Judges at Motions sessions, Trial sessions, and Special sessions. Trial Clerks may also be assigned other projects and duties as necessary.

To qualify for the position of Trial Clerk, applicants must demonstrate:

- completion of, or expectation of completion prior to employment, a four year course of undergraduate study leading to a Bachelor degree with a cumulative GPA of 3.0 or better from an accredited college or university;
- the ability to communicate effectively and tactfully with individuals or groups representing widely different backgrounds, interests and points of view;
- a strong detail orientation;
- they are able to exercise discretion, mature judgment and independence; and
- that they are self-initiating, resourceful, and comfortable in traveling alone.

Qualified candidates must be willing to commit to a minimum two year tour of duty. No particular application form is required to apply to for this position. Send a cover letter (state date of availability), resume, and undergraduate transcript to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). For further information regarding the application process contact the Office of Human Resources at 202-521-4700. Prospective candidates will be required to sit for a panel interview and will be required to travel to Washington, DC, at their own expense, for this purpose. This is an open and continuous recruitment.