

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 07-21
Open Date: 12-13-2007
Closing Date: Open Continuous
*(First cut-off
12/21/2007

Position Title/Series/Grade: Trial Clerk, GS-945-4
(w/promotion potential to the GS-9)

Salary Range: \$27,159 -\$35,303

Location: United States Tax Court
Office of the Clerk,
Washington, DC

Area of Consideration: All Sources

*First Cut-Off & Consideration Period - Applications received by first cut-off date of 12/21/07 will be reviewed and considered; however, completed application packages will be reviewed and considered every 10 days, thereafter. The position will remain open continuous for receipt of applications, until vacancies have been filled. Multiple selections may be made from this vacancy announcement.

The United States Tax Court, established as a court of record under Article I of the Constitution of the United States, is a Federal Court of special jurisdiction. It maintains a nationwide adjudicative system and trial program which encompasses approximately 80 cities within the United States. These trial sessions are conducted by the Court's Judges, Senior Judges, and Special Trial Judges. The decisions of the Court are subject to review only by the United States Courts of Appeals and the United States Supreme Court.

DUTIES: Prepares for and accompanies a Judge of the Tax Court when the Judge travels to conduct a trial session. Trial sessions are generally scheduled in one-week blocks. It is common, however, for trial clerks to be assigned back-to-back sessions which may result in the trial clerk being in travel status for weeks at a time. Regularly performs quasi-judicial

administrative duties as a deputy clerk of court at (1) trial sessions or special trial sessions of the Court at or away from Washington, D.C. and (2) at motions sessions of the Court at Washington, D.C. Performs administrative duties incident to the proper management and functioning of a Court hearing, including maintenance of courtroom order and decorum during a court session. Prepares the minutes of proceedings and drafts orders. Advises, consults with, and otherwise assists parties and their counsel in matters of procedure and practice before the Court. Supports the Judge in ensuring an orderly trial or other processing or disposition of cases calendared for trial. Information on the mission of the Tax Court is available on our website at <http://www.ustaxcourt.gov>.

QUALIFICATION REQUIREMENTS: Applicants may qualify under the following requirements: One year of progressively responsible experience which provided general knowledge and understanding of organizational structure and dynamics, or a cumulative 3.0 GPA after a four year course of undergraduate study. Bachelor degree preferred. Ability to communicate effectively and tactfully with individuals or groups representing widely different backgrounds, interests and points of view. Must be able to demonstrate detail orientation, to exercise discretion, judgment and independence, to be self-initiating, resourceful, and comfortable in traveling alone.

SPECIAL RATING FACTORS (Knowledge, Skills, and Abilities Used in the Rating Process):

1. A better than average command of the English language, sufficient to draft a variety of court-related correspondence.
2. Computer proficiency, especially in using Word Perfect 12 or comparable word processing software.
3. Demonstrated capacity to effectively communicate, both verbally and in writing, with persons at all education levels, applying tact and diplomacy.
4. Demonstrated ability to handle confidential matters with discretion, judgment and sensitivity.

QUALIFICATION AND EVALUATION CRITERIA:

ALL APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS IN ACCORDANCE WITH THE OPM QUALIFICATION STANDARDS HANDBOOK AS SUMMARIZED BELOW.

Basis Of Rating:

Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) listed above. You should provide detailed evidence of the KSA's in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

Supplemental Qualifications Statement: To ensure full consideration for the subject position, applicants **MUST** submit a supplemental qualification statement (SQS) which specifically addresses how his/her background and experience relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. **If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process.** The SQS should be submitted on bond paper. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or supplemental qualifications statements for other positions, is not acceptable.

Additional Information:

- This position requires significant and constant travel throughout the U.S.
- Applicants are required to certify their typing proficiency.
- **ALL candidates must submit a SUPPLEMENTAL QUALIFICATION STATEMENT addressing each KSA.**
- Relocation expenses are not authorized for any selected applicant.
- U.S. citizenship is required.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.

A new law, Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement. In order to be considered for the first cut-off, applications must be received in the Office Human Resources by the close of business on the cut-off date indicated on the vacancy announcement. This includes the Supplemental Qualification Statement(Narrative) addressing the KSAs, and application. One of the following must be submitted as the application: Resume, or Optional Application for Federal Employment (OF-612).

All application materials must be sent to:

**United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW, Washington, D.C. 20217**

As application packages are received, they will be considered in the order in which they were received. To ensure that your application is received by the posted cut-off dates, you may fax all your application materials to(202)521-4568. For additional information, call the Office of Human Resources at (202)521-4700. FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.