

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 08-42  
Opening Date: 12/24/2008  
Closing Date: 01/09/2009

Position Title/Series/Grade: ASSISTANT CHIEF TRIAL CLERK  
GS-0945-9/11

Salary Range: GS-9, \$48,108 - \$62,546  
GS-11, \$58,206 - \$75,669

Location: United States Tax Court  
Office of the Clerk,  
Trial Clerks Office

Area of Consideration: All U.S. Citizens May Apply  
(This is a Competitive Civil  
Service Position)

Duties: The Assistant Chief Trial Clerk (ACTC) assists in overseeing the Trial Clerks' Office at the United States Tax Court, as directed by the Chief Trial Clerk (CTC). The ACTC serves as the secondary source contact and direction for trial clerks as they attend nationwide trial sessions of the Court. The ACTC also serves as a secondary source contact for Judges, Special Trial Judges (Judges), Chambers, and Clerk's Office staffs (Court staffs) with respect to all matters relating to trial clerks. In addition to the duties and responsibilities set forth below, the ACTC may be called upon to perform the duties of a trial clerk as needed. Must be able to travel. Assists the CTC in performing the following duties:

- Assigning Trial Clerks to trial, motions, and special sessions, and any other hearings scheduled by or for a Judge.
- Receiving proceeding minutes, orders, and documents prepared by trial clerks at trial sessions and in examining those records for completeness and accuracy.
- Reviewing trial calendars to determine all necessary paperwork is completed timely.
- Answering questions and otherwise supporting Judges, Court

staffs, and United States Marshals Service personnel with respect to any aspect of a trial session.

- Overseeing preparation of Court files, records, and documents for shipment to trial sessions and the delivery of same to the Facilities Management Section for shipment.
- Contacting the contract court reporting company each week to ensure that court reporters have been assigned to each trial session, and advising trial clerks of the name of the reporter expected to attend his/her trial session.
- Serving as a secondary source contact for the contract reporting company with respect to the scheduling, cancelling, or changing trial sessions.
- Training new trial clerks. As required, accompanies new trial clerks to trial sessions as part of the training process.

Special Rating Factors: (Knowledge, Skills and Abilities Required  
By The Position)

1. Knowledge of the requirements for preparation of minutes of proceedings, orders and other official documents of the Court, or other comparable work.
2. Demonstrated ability to direct and oversee the work of others, and to train staff on the policy and procedures affecting the work of others.
3. Skill in oral and written communication, including the ability to meet and deal effectively with people at all levels.
4. Demonstrated ability to think critically, independently, and problem solve.
5. Demonstrated ability to project effective interpersonal skills, when dealing with staff and Court personnel.

Qualifications and Evaluation Criteria: Candidates must meet the U.S. Office of Personnel Management (OPM) Qualifications Standards Handbook for General Schedule Positions, requiring experience which is directly related to the position being filled and equipping the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

APPLICANTS MAY MEET THE MINIMUM QUALIFICATION REQUIREMENTS FOR THE GS-9/11 GRADE LEVELS FOR THIS POSITION AS DESCRIBED BELOW:

Applicants must possess one year of specialized experience at the next lower grade level.

Specialized experience is experience which is either directly related to the basic duties of the position, or comparable work experience, that shows the applicant possesses the knowledge, skills, and abilities (as described in this announcement) required for successful job performance. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. In addition, an undergraduate degree is highly desirable.

**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 (KSAs) listed above. You should provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

**How Your Application Will Be Rated:** Applicants will be rated using the Category Rating System. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following two categories:

**Well Qualified - Applicants possessing a background that demonstrates a satisfactory level of possession of the competencies, through specialized experience and possession of a bachelor's degree.**

**Qualified - Applicants possessing the specialized experience requirement.**

**Narrative Statements:** To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education 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 Special Rating Factor Narrative 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 submitting Special Rating Factors for other positions is not acceptable.

Application of Veterans Preference for Delegated Examining: Category rating and selection procedures place those with veterans preference above non-preference eligibles within each category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

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.

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. Anyone claiming any type of veterans preference must submit with their application materials a legible DD-214 and any other official documentation, associated with their veterans preference.

Additional Information:

- ANY NON-STATUS APPLICANT SELECTED FOR THIS POSITION MUST SERVE A ONE-YEAR PROBATIONARY PERIOD.
- Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service. Failure to register may disqualify an applicant from appointment.
- ALL candidates must submit Narrative Statements addressing all Special Rating Factors.
- Relocation expenses are not authorized for any selected candidate, and expenses incurred for traveling for an interview will not be paid by the Tax Court.
- 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.

How to Apply: Applicants must submit, either an OF-612, Optional Application For Federal employment or a resume as the application; and narrative statements addressing all of the special rating factors listed in this announcement. Applicants with the desired degree must submit an official undergraduate transcript. All application materials must be received in the Office of Human Resources by the closing date of this vacancy posting.

All application materials must be sent to:

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

and be received by the close of business (4:30 p.m.) on the date the vacancy announcement closes. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. To ensure that your application is received by the closing date of this vacancy posting, you may fax all your application materials to (202) 521-4568 or email to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov) all of the application materials required. 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.