

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 09-31
Opening Date: 11/24/2009
Closing Date: 12/09/2009

Position Title/Series/Grade: Assistant Librarian (Law)
GS-1410-13

Salary Range: GS-13, \$86,927 - \$113,007

Location: United States Tax Court
Office of the Clerk,
Court Services,
Library Section

Area of Consideration: Status Candidates Only
(Merit Promotion)
Competitive Civil Service Status Required

Duties: The Assistant Librarian of the United States Tax Court assists in the management and technical operation of the Court's Library. This involves formulating and implementing various automated library operations, evaluating equipment and instructing library and Court personnel in the use of the systems. Some of the specific duties of the position are as follows:

- Assists the Librarian in the development, organization and maintenance of a properly systemized law library.
- Serves as an expert in reference and information research, using online databases, print materials, legislative histories and other specialized resources appropriate to research projects for Judges, attorneys, and other Court personnel.
- Supplies continuous reference assistance and legal research via print and computerized sources to Judges of the Court and their attorney-advisers in the preparation of judicial opinions.
- Participates in collection development and automation requirement for the library. Investigates current developments in libraries and evaluates their possible use in the library. Works closely with Information Systems to meet the requirements of existing online systems.
- Tracks legislation in Congress involving taxes and the Judiciary using various online and print resources.
- Performs original cataloging with materials that require interpretation of the cataloging rules. Modifies cataloging entries to meet the specific needs of the Court.
- Supervises the library technicians in cataloging and

- classification of new materials and other online resources.
- Provides specialized training on various online systems to Judges, attorneys and other Court personnel.
- Maintains a listing of recent additions to the library collections which is posted on the Court's Intranet.
- Is responsible for the Library web page on the Intranet.
- Supervises the interlibrary loan procedures and the use of OCLC to locate materials requested by various Court personnel.
- Evaluates and selects materials for preservation by digitization. Creates access points to the historical materials through a library online catalog.
- Serves as representative to the AO for contracting with both Westlaw and Lexis/Nexis contracts.
- Monitors online usage for various databases, such as Westlaw, Lexis/Nexis and PACER. Provides passwords for various online services available to Court personnel.
- Provides research, bibliographic, reference and advisory assistance to the Judges and their staff in their research in matters of Federal law in specific matters of tax law, by use of State and Federal statutes, reports and other legal reference or authoritative works.

Special Rating Factors: (Knowledge, Skills, and Abilities used in the Rating Process)

1. Knowledge of research resources and methodology in the area of law, and the use of electronic and traditional reference services, such as Lexis and Westlaw.
2. Knowledge of the planning, design, implementation and use of automated and integrated systems in a library environment.
3. Demonstrated skill in using technology to develop and create library web related applications, web pages and content.
4. Skill communicating both orally and in writing and the ability to deal effectively with diverse personalities at all organizational levels.

Qualifications Requirement:

Basic Requirements: Candidates must meet the requirements for professional education in library science or possess equivalent experience and education; In addition to meeting the basic requirements described below completion of all requirements for a masters degree in library science is highly desirable.

You must meet the basic requirements specified in paragraphs A or B below:

A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelors degree.

OR

B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, candidates must establish conclusively that the education, training, and experience provided a knowledge and understanding of theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information systems.

Specialized Experience: Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-12 grade level in the Federal service which demonstrates skill in developing web related applications and creating library web pages and content; performing, supervising, or directing one or more of the functional areas covered by this series; understanding of the concepts, theories, new developments, implementation of new technology and co-relationships of information in related fields; and maintaining up to date information on the state of the art. (**This experience must be well described/documentd in the application/resume that is submitted.**)

Basis of Rating: Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and the Special Rating Factors.

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 - Five or more years of work experience, performing Librarian work.**
- **Qualified - At least three years of work experience, performing Librarian work.**

Narrative Statements: To ensure full consideration for the subject position, applicants **MUST** submit a narrative, with detailed evidence of the 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. Applicants should list each special rating factor and describe their experience, education, training, performance, awards, and other activities that reflect possession of the knowledge, skills, and abilities, as stated in this vacancy announcement. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

Additional Information:

- Candidates must meet appropriate time-in-grade requirements.
- Candidates **MUST** submit a copy of latest SF-50 showing tenure group and promotion potential (if any).
- Transcripts must be submitted.
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- 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 all application materials explained in this vacancy announcement to:

**United States Tax Court
Office of Human Resources, Room 306
400 Second Street, NW
Washington, DC 20217**

Application materials must include: A resume or OF-612; Narrative Statements - addressing the Special Rating Factors; most recent SF-50, Notification of Personnel Action, showing tenure group and promotion potential if any, and transcripts if applicable. All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 306 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to humanresources@ustaxcourt.gov. When faxing or emailing

application materials please indicate the position you are applying for and the announcement number. 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.