

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 12-15
Opening Date: 05/10/2012
Closing Date: 05/16/2012

Position Title/Series/Grade: Secretary (Assistant), GS-0318-8/9/10

Salary Range: GS-8 - \$46,745 - \$60,765
GS-9 - \$51,630 - \$67,114
GS-10 - \$56,857 - \$73,917

Location: United States Tax Court
Chambers of the Honorable L. Paige Marvel
Division 4
Washington, D.C.

Area of Consideration: Only U.S. citizens may apply (all sources)
(This is an excepted service, at-will position)

Duties: The incumbent of this position serves as a Secretary to the Honorable L. Paige Marvel, a Presidentially-appointed Judge of the United States Tax Court, in Washington, D.C. As Secretary, the incumbent works with the Judge's Chambers Administrator, who is responsible for the administrative operation and management of the chambers, and, in the absence of the Chambers Administrator, has full responsibility for the administrative operation and management of chambers. In addition, the incumbent provides general clerical assistance to the Judge, Chambers Administrator, attorney-advisers, law clerks and interns; checks and reviews factual findings in draft opinions for conformity with stipulations, exhibits, and testimony admitted into evidence at trial; checks all citations, references, statistical tables and numerical data in draft opinions for accuracy and compliance with stylistic standards adopted by the Court; reviews and recommends adjustments to the grammar, punctuation, and other stylistic elements of draft opinions consistent with standards adopted by the Court; performs the same functions for bench opinions as for written opinions; prepares decisions associated with opinions and bench opinions; drafts orders and other legal documents in accordance with the Rules of Practice and Procedure of the Tax Court as assigned by the Judge or the Chambers Administrator; screens all calls and visitors; schedules conference calls with parties and communicates with the parties as appropriate to assist the Judge and to protect the Judge from any improper *ex parte* communications; schedules interviews with prospective chambers employees such as law clerks and interns and drafts correspondence to applicants for Judge's signature; checks in and reviews incoming cases to ensure all case materials such as stipulations, exhibits, transcripts, minutes, and orders have been submitted to and/or prepared for the Judge; prepares folders for new cases consistent with the chamber's specific filing system; maintains files for each trial session consistent with the chamber's filing system; and performs other duties as assigned by the Judge or the Chambers Administrator.

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

1. Skill in WordPerfect or comparable word processing software and ability to prepare and process legal documents -- including footnotes, tables, and table of contents -- with a high degree of accuracy and productivity.
2. Knowledge of legal terminology and legal reference sources and familiarity with drafting orders, motions and other court documents.
3. Ability to prepare and process legal documents from handwritten drafts with a high degree of accuracy and productivity, including a well-developed comprehension of the English language sufficient to review grammar, spelling, and punctuation.
4. Ability to communicate orally and in writing with the public, Tax Court Judicial Officers and all other staff of the Court with tact, discretion, and judgment, while respecting the need for confidentiality.

Screen Out Factors: Applicants must have at least one (1) year of legal administrative or legal secretarial experience, i.e., experience working as a legal assistant to an attorney or a judge. This experience is a prerequisite for employment consideration. In addition, an applicant's qualifications as reflected in the application package will be evaluated as part of the screen-out process.

Qualification Requirement: Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and must satisfy the screen out factor.

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to performing legal secretarial work for an attorney or judge.

Special Note: This position is in the excepted service and the incumbent serves at the will of the Judge.

How You Will Be Evaluated: Ratings will be based on an evaluation of experience as it relates to the duties of the position, and on the Special Rating Factors listed above. An applicant must provide detailed information in the application package demonstrating that the Special Rating Factors are satisfied. An applicant's resume should reflect how that applicant's background and experience relate to the rating factors listed in this announcement. An applicant may provide a cover letter that outlines his/her relevant experience.

How to Apply: All applicants must submit a thorough resume containing the applicant's complete employment history and associated salary.

All application materials must be submitted to:

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

Application materials may also be sent by fax to (202) 521-4568 or electronically to humanresources@ustaxcourt.gov. All application materials must be received in the Human Resources Office by the closing date of this announcement. To ensure timely receipt of application materials, it is recommended that the materials be submitted either electronically, by fax or by hand delivery. Questions regarding this announcement may be directed to the Office of Human Resources at (202) 521-4700.

The United States Tax Court is an equal opportunity employer.