

## POSITION VACANCY ANNOUNCEMENT

**Announcement No.:** 12-18  
**Opening Date:** 08/16/2012  
**Closing Date:** 08/23/2012

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

**Salary Range:** \$89,033 - \$115,742

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

**Area of Consideration:** All U.S. Citizens May Apply  
(This is an excepted service, at-will position)

**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 staff 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.
- 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 the 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 legal 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. **Demonstrates skill in using technology to create library 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: In addition to meeting the basic requirements described below completion of all requirements for a master's 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 bachelor's 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:** In addition to meeting the basic entry qualification requirements, candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-12 grade level in the Federal service. Such specialized experience must demonstrate 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/documented 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 as evidenced in the resume.

**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 special rating factors listed above. Based on the extent and quality of your experience, education, and training in relation to these special rating factors, you will be placed into one of the following two categories:**

- **Best Qualified - Skill in analyzing, evaluating, selecting and modifying information technology and management practices and protocols in library use.**
- **Qualified - Skill in applying research aids, bibliographic tools, library technology concepts, and library best practices.**

**Documents Required to Apply:** In order to be considered for the position, applicants MUST submit a cover letter stating the position to which they are applying and providing any supplemental information that may be necessary to address the special rating factors listed in this vacancy announcement. In addition, applicants MUST submit a resume or USTC-001 (available at [www.ustaxcourt.gov](http://www.ustaxcourt.gov)) that provides sufficient information to assess the applicant's ability to perform the special rating factors listed. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning applicant ratings.

**Additional Information:**

- U.S. citizenship is required
- NON-STATUS CANDIDATE SELECTED FOR THIS POSITION MUST SERVE A ONE-YEAR PROBATIONARY PERIOD
- Transcripts must be submitted
- 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
- 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 the:

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

All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 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 [www.humanresources@ustaxcourt.gov](mailto:www.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.***