

U.S. Tax Court

Job Title: Legal Assistant (Docket Trainee)

Department: Legislative Branch

Job Announcement Number: 12-20

SALARY RANGE: \$42,209.00 to \$54,875.00 / Per Year
OPEN PERIOD: Friday, September 14, 2012 to Monday, September 17, 2012
SERIES & GRADE: GS-0986-07
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 7
DUTY LOCATIONS: Few vacancies in the following location: Washington DC, DC United States
WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:

Come join the U.S. Tax Court!

The incumbent is familiar with Court docket policies and procedures such that they are able to analyze and evaluate case files according to established Court standards prior to accepting for further processing. In addition, the incumbent is able to ensure that documents such as motions, minutes, stipulations, depositions, briefs, orders, and decisions conform with the Court's rules in terms of timeliness, format, etc. This position represents that of an apprentice and provides a bridge to becoming a Docket Clerk.

NOTE: This position is also being advertised to Tax Court employees only under vacancy announcement 12-21. This vacancy announcement is available at www.USTaxCourt.gov under the employment tab.

KEY REQUIREMENTS

- You must be a U.S. Citizen.
- See also "Qualifications Required" Section

DUTIES:

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The incumbent prepares document cover sheets which contain a basic description which allows a Judge to decide the proper disposition of the document; routes documents to the appropriate Judge or staff attorney for action; processes documents as instructed by the Judge or attorney; records documents on the official docket record and routes the original served documents to the appropriate personnel; records and sends documents to the appropriate Court personnel through the new docket messaging program; calculates the determination and redetermination amounts and inputs data in the statistics program; maintains the calendar mark-up program by adding, deleting and modifying information; updates information in the IRS practitioner program; furnishes non-legal procedural information in-person, by telephone, or by correspondence as to the status of cases; and works independently but in partnership with an assigned senior lead docket clerk.

Special Rating Factors: (Knowledge, Skills, and Abilities Required by the Position)

1. Knowledge of the various types of legal documents including petitions, motions and orders.
2. Skill to effectively communicate, using proper grammar, punctuation, tact and discretion.
3. Skill in WordPerfect 12 or comparable word processing software knowledge.
4. Demonstrated ability to use Blackstone or other similar case management software.

QUALIFICATIONS REQUIRED:

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Applicants must have specialized experience working in a law firm, law department or Court reviewing and managing legal documents including petitions, motions and orders. 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.

ADDITIONAL INFORMATION:

This is an excepted service, at-will position.

This position is administrative in nature and a law degree is not required.

A preliminary suitability determination and security background check will be conducted for all new hires.

Employees may be required to complete a 52-week 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. Not having registered with the selective service may disqualify an applicant from employment consideration.

Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the Tax Court.

The U.S. Tax Court will provide a 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.

You must undergo a suitability determination and security background check.

Application of Preference Eligibles: Preference eligibles will be placed above non-preference eligibles within each rating 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 and be prepared to show proof upon request.

HOW YOU WILL BE EVALUATED:

Basis of Rating: This position contains screen out factors (SOF) that are part of the minimum requirement of the position. If you do not meet the SOF, you are ineligible for further consideration. If you meet the SOF, your rating will be based on an evaluation of your experience as it relates to the special rating factors.

Applicants will be rated using a 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 categories:

Best Qualified - Meets the basic qualification requirements and has successful experience in the same or similar job and has demonstrated superior proficiency in the special rating factors for this position.

Qualified - Meets the basic qualification requirements.

BENEFITS:

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You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

OTHER INFORMATION:

This vacancy announcement may be used to make more than one selection.

The United States Tax Court is an equal opportunity employer.

HOW TO APPLY:

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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 screen out factors and special rating factors listed in this vacancy announcement. In addition, applicants **MUST** submit a resume or, alternatively, a USTC-001 (available at www.ustaxcourt.gov) but not both. The resume or USTC-001 must contain sufficient information to substantiate that the screen out factors are met and 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.

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.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

REQUIRED DOCUMENTS:

Resume or completed USTC Form -001 and cover letter sufficiently addressing the Special Rating and Screen Out Factors; and an SF-50 (if a current federal employee).

AGENCY CONTACT INFO:

Janet Boyer

Phone: (202)521-4700

Email: HUMANRESOURCES@USTAXCOURT.GOV

Agency Information:

United States Tax Court

400 Second Street NW

Room 106

Washington, DC 20217

WHAT TO EXPECT NEXT:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring authority for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.