

POSITION VACANCY ANNOUNCEMENT

Announcement No: 12-21
Opening Date: September 14, 2012
Closing Date: September 17, 2012

NOTE: This position is also being advertised on www.USAJobs.gov as an all-sources announcement under vacancy announcement 12-20.

Position Title/Series/Grade: Docket Trainee (Legal Assistant)
GS-0986-7

Positions Available: Multiple

Salary Range: GS-7 \$42,209 - \$54,875

Location: United States Tax Court
Office of the Clerk of the Court
Case Services Division
Docket Section

Area of Consideration: U.S. Tax Court Employees Only
(This is an excepted service, at-will position)

Duties: The incumbent is familiar with Tax Court docket policies and procedures such that they are able to analyze and evaluate case files according to 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. In addition, 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.

Screen Out Factors:

Applicants must be U.S. Citizens; **and**
Applicants must have experience working in a law firm, law department or Court reviewing and managing legal documents including petitions, motions and orders.

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.

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.

Qualifications Requirement: Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, as well as meet 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 calendar or docketing functions within a U.S. Court.

How You Will Be Evaluated: Ratings will be based on an evaluation of experience relating to the duties of this position, and on the Special Rating Factors listed above. An applicant must provide detailed information in the application package to demonstrate that the Special Rating Factors are satisfied. An applicant's resume should reflect how that applicant's background and experience correspond 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