

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 13-04
Opening Date: 02-22-2013
Closing Date: 02-26-2013

Title/Series/Grade: Chambers Administrator, GS-301-11/12
(This is an Excepted Service, at will position.)

Salary Range: \$62,467 - \$97,333 per annum

Location: Chambers of Senior Judges
(The Honorable Joel Gerber, et al.)

Area of Consideration: Only U.S. Citizens May Apply

Duties: The Chambers Administrator is responsible for managing the operations of a shared chambers with more than one Presidentially-appointed Judge. Also, the Chambers Administrator performs a wide range of technically complex and confidential administrative, case- and chambers-related matters. The Chambers Administrator additionally serves as the main contact point for counsel and parties in pending cases and Court staff, and develops procedures for managing cases submitted to the Judges for adjudication.

Administrative duties include:

- managing the operational details of the chambers in accordance with standards established by the Judges,
- establishing procedures for proper handling of official Tax Court case files assigned to the chambers and other chambers records,
- organizing and maintaining records, files, services and digests, providing for the receipt, handling and dispatch of case-related mail, memoranda, legal files, and documents filed in cases assigned to the Judges,
- recommending improvements in administrative policies within the chambers,
- acquiring needed equipment and supplies,
- receiving, processing, and preparing the Judges' responses to attorney-adviser applications according to the hiring needs and policies of the Judges, drafting memoranda relating to Law Clerk promotions in accordance with Court policy and
- acting as the chambers manager for purposes of leave approval and time and attendance records.

Case management duties include:

- serving as case manager for cases assigned to the Judges, developing and maintaining procedures for tracking cases calendared for trial at trial sessions assigned to the Judges,
- reviewing and organizing materials related to trial sessions, such as pretrial memoranda, pending motions, orders previously issued, and final status reports,
- following procedures for handling sealed records, and overseeing groups of docketed cases assigned to the Judges (e.g., tax shelter groups).

The Chambers Administrator also functions as a paralegal specialist, drafting orders, checking factual findings and legal citations in opinions, reviewing transcripts and incoming motions and memoranda. The Chambers Administrator serves as the Judges' confidential assistant, screening telephone calls, maintaining the Judges' personal schedule, arranging appointments and conferences and assembling necessary informational materials, and informing the Judges of matters in the Court or the chambers requiring consideration and disposition.

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

1. Demonstrated ability and skill using WordPerfect 12 or comparable word processing software.
2. Demonstrated ability and skill in preparing written reports based on analysis of data and research that is appropriate to the activity or program studied. Reports must present options clearly, explain potential benefits and provide sufficient facts to make informed judgments as to the soundness and advisability of recommended courses of action.
3. Demonstrated ability and skill in analyzing, reviewing and evaluating established office and/or case management procedures to determine if existing procedures are effective and efficient and in developing new procedures to meet newly, changed or special needs and situations.
4. Demonstrated ability and skill in speaking, reading and writing in the English language sufficient to review the grammar, spelling and punctuation of legal documents and to perform the duties of the position.
5. Demonstrated ability and skill in effectively communicating with officials, staff and third parties at all levels with tact, discretion, and professionalism.

Qualifications Required: 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.

Screen Out Factors: Applicants must be U.S. citizens and must have at least one (1) year of legal administrative or secretarial work 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.

How You Will Be Evaluated: Basis of Rating: Ratings will be based on an evaluation of experience as it relates to the duties of the position, and on the Special Rating and Screen Out Factors listed below. An applicant must provide detailed information in the application package demonstrating that the Special Rating and Screen Out 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.

Special Note: The Chambers Administrator position is in the excepted service and the incumbent serves at the will of the Judges.

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

How to Apply: All applicants must submit a thorough resume containing the applicant's complete employment history and associated salary. If currently employed by the Federal government, a copy of the latest SF-50, Notification of Personnel Action, is also required.

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.

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