POSITION VACANCY ANNOUNCEMENT

Announcement No.: 15-10
Open Date: 08-21-2015
Closing Date: 08-24-2015

Position Title/Series/Grade:	**Petitions Clerk** **(Legal Clerk, Office Automation)** **GS-986-5/6/7**
Positions:	**More than one position may be filled from this announcement**
Salary Range:	**GS-5 $34,759 - $45,190** **GS-6 $38,747 - $50,374** **GS-7 $43,057 - $55,970**
Location:	**Office of the Clerk** **Case Services Division** **Petitions & Intake Section**
Area of Consideration:	**Only U.S. Citizens** **(Excepted Service, At-will Position)**

DUTIES: The incumbent of the position serves as a Legal Clerk within the Petitions Section of the U.S. Tax Court. As such, the Legal Clerk is responsible for reviewing and analyzing documents, pleadings, orders and other papers pertaining to litigation in the Tax Court. Responsibilities include determining proper document labeling; determining if a document is captioned, contains a complete address and required copies are obtained; filing and stamping documents; preparing copy of petition for service on respondent; granting requests for place of trial, amending them as needed; originating the official docket sheet; scanning all documents filed; providing petitioners with necessary forms/information; and researching correspondence received to ascertain docket number. Occasionally the Legal Clerk is required to sort and distribute incoming mail.

Please note that this position requires a preliminary suitability determination and security background check, NACI, to include credit check, Federal income tax check and criminal check that will be conducted for all new hires.

All hires must be current and compliant on their Federal income tax obligations prior to employment with the Tax Court.

SCREEN OUT FACTORS: Applicants must be U.S. citizens; Applicants must have a minimum of six months experience working in a law firm, law department or Court; and must be familiar with the handling of such legal documents as petitions, motions and orders. These factors are a prerequisite for employment consideration.

SPECIAL RATING FACTORS: (Knowledge, Skills, and Abilities Required By The Position) Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility.

1. Well-developed comprehension of the English language sufficient to review the grammar, spelling and punctuation of documents.

2. Demonstrated ability to operate a scanner and word processing equipment.

3. Skill in dealing effectively, using tact and diplomacy, with persons at all levels through verbal and written communication.

4. Skill in maintaining and ensuring accuracy when typing, reviewing, and analyzing a variety of legal documents and materials.

Qualification Requirements:

Applicants must meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement.

Specialized Experience: Experience which is directly related to the basic duties of the position. Such experience must have equipped the applicant with the particular knowledge, skill, and abilities required for successful job performance.

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.

How Your Application Will Be Rated: 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.

Documents Required to Apply: In order to be considered for the position, applicants MUST submit in PDF format 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 factor and special rating factors listed in this vacancy announcement. In addition, applicants MUST submit a resume or USTC-001 (available at www.ustaxcourt.gov), but not both, that reflects how the applicant's background and experience correspond to the special rating factors listed in this announcement. 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:

Employees must complete a 52-week probationary/trial period.

This is not an entry level law clerk position and a law degree is not required to hold this position.

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 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.

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.**

How to Apply: Applicants must submit all application materials, in PDF format, explained in this vacancy announcement to:

The United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy announcement. To ensure that your application materials are received by the closing date of this vacancy posting, you may fax all your application materials to (202)521-4568 or email all application materials to humanresources@ustaxcourt.gov. 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.