

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 16-16

Open Date: 09/23/2016

Closing Date: 09/27/2016

Position Title/Series/Grade: File Clerk (Office Automation),
GS-0305-4/5
(with promotion potential to the GS-6 grade level)

Salary Range: GS-4 - \$31,521 - \$40,977 per annum
GS-5 - \$35,265 - \$45,844 per annum

Location: United States Tax Court
Office of the Clerk of the Court
Case Services Division
Records and Reproduction Section

Area of Consideration: U.S. Citizens only
(This is an Excepted Service, At-will position)

Screen Out Factors: U.S. Citizen; and
Valid driver's license; and
Ability to lift up to 50 pounds

NOTE: More than one selection may be made from this announcement.

Duties: Organizationally, the incumbent of this position serves as a Records Clerk in the Records and Reproduction Section, which is part of the Case Services Division of the United States Tax Court. The incumbent is responsible for providing a wide range of clerical services, such as establishing, maintaining, and closing out case files; assisting in the destruction of exhibits related to case files; assisting in the preparation of case files for transfer to the Federal Records Center; locating and abstracting data from files and records; reviewing and assimilating case files for various offices of the Court, including files for use at the Court's trial sessions; and preparing copy work of Court documents as well as standardized forms related thereto. **The job requires long periods of standing, walking and lifting. The incumbent may be called upon to lift and carry boxes weighing up to 50 pounds as well as transporting boxes from one location to another. Therefore, the incumbent must be able to lift up to 50 pounds of weight and is required to possess a valid driver's license.**

A preliminary suitability determination and security background check, NAC (National Agency Check), to include credit check, Federal income tax check and criminal check is conducted on all new hires. A candidate selected for this position must be current on his or her Federal income tax obligations before employment with the Tax Court. Continued employment post appointment is subject to satisfactory completion of the NAC background investigation and credit check.

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

1. **Knowledge of filing systems and skill in reviewing, maintaining, and managing files and records, including abstracting data and destroying documents.**
2. **Skill in interpreting and applying office guidelines and following standard filing procedures.**
3. **Knowledge of general office operations and skill in operating a variety of office equipment such as personal computers and copy machines.**
4. **Ability to communicate effectively with personnel at all levels and members of the public.**

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 a cover letter, in PDF format, 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, also in PDF format, or USTC-001 (available at www.ustaxcourt.gov), but not both, that provides 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.

Additional Information:

This position is administrative in nature and a law degree is not required nor preferred.

Employees will 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.

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