

## POSITION VACANCY ANNOUNCEMENT

**Announcement No.:** 16-13

**Opening Date:** 07/29/2016

**Closing Date:** 08/04/2016

**Position Title/Series/Grade:** Paralegal Specialist GS-950-09/11

**Salary Range:** GS-09 \$53,435 - \$69,460

GS-11 \$64,650 - \$84,044

**Location:** United States Tax Court,  
Counsel's Office  
Washington, DC

**Area of Consideration:** All U.S. Citizens  
(This is an Excepted Service, At-Will position)

**Duties:** This position is located in Counsel's Office in the United States Tax Court and the incumbent will be a member of the staff of the Office of the Chief Judge. The employee will be directly supervised by the Court Administrator. The employee will be responsible for a wide range of complex and confidential legal and case management matters, and will support the activities of Counsel's Office. Some of the specific duties of this position will be as follows:

- Prepare complex and procedural draft orders, notices, correspondence and memoranda for approval by Counsel's Office attorneys. Use electronic Chambers program to send, receive and review messages regarding particular cases, review case records, and prepare draft orders for review by attorneys.
- Identify legal and/or factual issues in Tax Court cases, locate precedents through independent research, develop a legally supportable conclusion regarding the proper course of action, offer recommendations as to courses of action on case-related matters, and prepare appropriate orders that include detailed factual recitations, appropriate legal citations, complex legal analysis, and specific directives.
- Work on special projects, including legal research projects, on a variety of issues relating to the Tax Court.

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

1. Demonstrated legal writing ability, including determining and accurately stating relevant facts, choosing and citing appropriate precedents, carefully explaining the application of the precedents to the facts, and clearly stating the conclusion.
2. Demonstrated skill using Pacer, Lexis/Nexis, Westlaw, and other sources to conduct legal research and develop recommendations.
3. Proficiency with WordPerfect, case management software such as Blackstone, and electronic docketing software.
4. Understanding of the Internal Revenue Code and regulations.
5. Experience drafting complex orders.
6. Demonstrated experience reviewing and analyzing docket records and case filings in order to determine types of orders necessary.

**Qualifications Requirement: A paralegal certificate is preferred but not required.**

However, 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.

**Specialized Experience** is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the paralegal specialist position and that is typically in or related to performing legal research, drafting complex orders, and understanding docket records.

**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 Factors listed above. An applicant must submit narrative statements that address how his/her professional background and work experience relate to each Special Rating Factor listed in this vacancy announcement.

**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 work experience in relation to these competencies, you will be placed into one of the following three 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 qualifications requirements.
- Not Qualified

## **ADDITIONAL INFORMATION:**

- **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 to receiving an employment offer from the Tax Court. Continued employment post appointment is subject to satisfactory completion of the NAC background investigation, and credit check.**
- U.S. citizenship is required.
- 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.
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- An interview may be requested.
- The 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.

**How to Apply:** All applicants must submit a cover letter, a complete resume including all relevant employment history, and narrative statements that address the Special Rating Factors listed herein. Narrative statements should include examples of work experience that substantiate each Special Rating Factor.

**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](mailto:humanresources@ustaxcourt.gov). All application materials must be received in the Office of Human Resources 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.***