

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 16-14
Opening Date: 08-08-2016
Closing Date: 08-19-2016

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

Salary Range: \$64,650 - \$100,736 per annum

Location: Chambers of Senior Judge
(The Honorable Carolyn P. Chiechi)

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

Duties: The Chambers Administrator is responsible for administering the operations of a Presidentially-appointed Judge's chambers, and a wide range of technically complex and confidential administrative, case and chambers related matters. The Chambers Administrator also 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 Judge for adjudication. Administrative duties include managing the operational details of the chambers in accordance with standards established by the Judge, 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 Judge, recommending improvements in administrative policies within the chambers, acquiring needed equipment and supplies, receiving, processing, and preparing the Judge's responses to attorney-adviser applications according to the hiring needs and policies of the Judge, 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 Judge, developing and maintaining procedures for tracking cases calendared for trial at trial sessions assigned to the Judge, 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 Judge (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 also serves as the Judge's confidential assistant, screening telephone calls, maintaining the Judge's personal schedule, arranging appointments and conferences and assembling necessary informational materials, informing the Judge of matters in the Court or the chambers requiring consideration and disposition.

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 below. An applicant must provide detailed information in the application package demonstrating that the Special Rating 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 Rating Factors: (Knowledge, Skills, and Abilities Required by the Position)

1. Skill in 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. Skill in speaking, reading and writing in the English language sufficient to review the grammar, spelling and punctuation of legal documents, prepare complex orders and to perform the duties of the position.
5. Skill in effectively communicating with officials, staff and third parties at all levels with tact, discretion, and professionalism.

Screen Out Factors: Applicants must be a U.S. citizen 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. Legal Assistant work in a court is also considered qualifying experience. 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.

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

All applicants must provide current salary information with their application package.

Other Information:

A preliminary suitability determination and security background investigation (NAC) National Agency Check, credit check, Federal income tax check and criminal check is conducted for all new hires. A candidate selected for the position must be current on their Federal income tax obligations prior to employment with the Tax Court. Satisfactory review of tax transcripts for the last four filing years will be required prior to an official employment offer. Continued employment post appointment is subject to satisfactory completion of the NAC investigation and credit check.

How to Apply:

If you are a current or former Federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

All application materials must be received within the Office of Human Resources, U.S. Tax Court, Room 106, 400 Second Street, NW, Washington, D.C. 20217 by the closing date of this announcement. **Postmarks are not accepted.** To ensure that your application is received by the closing date of this vacancy posting, you may fax all your application materials to (202) 521-4568. For additional information, please call the Office of Human Resources at (202) 521-4700. **FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

Contact Information:

Ellene P. Footer, Director, OHR
Phone: 202-521-4703
Fax: 202-521-4568

What to Expect Next:

As soon as the position vacancy announcement closes the applications will be reviewed and the best qualified candidates will be forwarded to the selecting official for employment consideration and possible interview. All applicants will be notified of the outcome.

Reasonable Accommodation

Federal Departments must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the Court's Office of Human Resources directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The United States Tax Court is an equal opportunity employer.