

POSITION VACANCY ANNOUNCEMENT

Announcement No: 12-22
Opening Date: September 28, 2012
Closing Date: October 5, 2012

Position Title/Series/Grade: Information Technology Specialist (Network)
GS-2210-09

Positions Available: one

Salary Range: GS-9 \$54,032 - \$70,236
Special rate table 999C for Information Technology

Promotion Potential: GS-11

Location: United States Tax Court
Washington, D.C.
Office of Information Systems

Area of Consideration: U.S. Citizens
(This is an excepted service, at-will position)

Duties: Serves on the staff of the Office of Information Systems with responsibility for assisting the Court's senior Network Engineer in the establishment, operation, and overall improvement of network servers and services, including the VoIP, video surveillance and access control systems; planning and delivery of customer support services, including installation, configuration, troubleshooting and customer assistance in response to customer requests and requirements; analysis and evaluation of computer technology and the assessment of its current and potential impact on the productivity of the Court. The position does require lifting and moving computer equipment up to 50 pounds as well as occasional physical effort while connecting and troubleshooting equipment. This may require the incumbent to use a ladder and work in a confined space to run cabling and wiring. The work may also require some overnight travel using both air and ground transportation.

The incumbent monitors the video surveillance system, VoIP telephone system, and backs up Velocity (access control system) files. Additionally, works with "PuTTY" to configure, maintain, and monitor the overall state of the Voice Network's Cisco Switches. Also, provides assistance to Court employees in the use of personal computers, printers, scanners, and computer applications.

Screen Out Factors:

Must be a U.S. Citizen; and

Applicants must have 12 months hands-on experience in computer and network hardware configuration, installation, and/or maintenance.

Qualifications Required:

Applicants must meet the OPM minimum qualifications standard and the Knowledge, Skills, and Abilities listed below:

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

1. Knowledge of network management concepts, practices, and methods sufficient to troubleshoot and maintain LANs, WANs and VoIP networks.
2. Knowledge of, and skill in applying network operations, management, and maintenance methods and concepts, including configuring hubs, switches, and routers; monitoring network performance; performing network diagnostics; and installing network software fixes and upgrades.
3. Skill in troubleshooting and solving a variety of end-user problems, including problems with network connectivity, hardware, operating system, and application software and related issues.
4. Ability to deal effectively with diverse personalities at all organizational levels.
5. Ability to communicate both orally and in writing with individuals internal and external to the Tax Court.

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 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 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:

Employees may be required to travel overnight to courtrooms throughout the continental United States using both air and ground transportation.

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

Employees may 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.

You must undergo a suitability determination and security background check.

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 pre-designated as a Veterans Recruitment Appointment - "V.A.") The V.A. 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. V.A. appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, V.A. 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 to:

All application materials must be submitted to:

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

Application materials may also be sent via 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 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.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.