

## POSITION VACANCY ANNOUNCEMENT

**Announcement No.:** 15-04

**Opening Date:** 2/27/2015

**Closing Date:** 3/06/2015

**Position Title/Series/Grade:** Secretary at Large, GS-0318-7/8/9  
(This is an Excepted Service, at-will position)

**Salary Range:** GS - 7 – \$43,057 - \$55,970  
GS - 8 – \$47,684 - \$61,994  
GS - 9 – \$52,668 - \$68,465

**Number of Positions** Multiple positions may be filled

**Location:** United States Tax Court  
Office of Human Resources  
Washington, D.C.

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

**Duties:** The incumbent serves as a Secretary at Large with responsibility for providing secretarial support to Judges and Special Trial Judges (Judges) as assigned. The incumbent may be called upon to assist, or to serve in the Judge's chambers in the absence of a Secretary in chambers and/or to assist the Chambers Administrator or Judicial Assistant employed in that Judge's chambers. Duties include: facilitating the work of the Judge by typing opinions in draft and final form; preparing court orders, decisions, and other legal documents; reviewing correspondence for grammatical content; screening calls and visitors; arranging conference calls; checking completed draft opinions for citations and references and compliance with stylistic standards adopted by the Court, accuracy, grammar and punctuation, accuracy of statistical tables and numerical data; maintaining tax reporting services; reviewing and organizing material related to trial sessions, such as pretrial memos, pending motions and orders; scheduling appointments; filing, and performing other office support activities. When necessary, the Secretary at Large provides temporary secretarial and administrative assistance in the absence of a Chambers Administrator ensuring that actions needing attention are handled and the flow of work continues in chambers. The incumbent is based in the Court's Office of Human Resources, which oversees the assignment to Chambers, training, management, and evaluation of the incumbent.

**Screen Out Factors:** Applicants must be U.S. Citizens and have at least one (1) year of legal experience, i.e., experience working as a Legal Assistant/Secretary for an Attorney or a Judge, or experience working in a Court. This experience is a prerequisite for employment consideration. Overall qualification will be determined by meeting the screen out factors as well as other special rating factors of the position.

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

1. Skill in current versions of Word Perfect or comparable word processing software.
2. Ability to prepare and process legal documents with a high degree of accuracy and productivity, including a well-developed comprehension of the English language sufficient to review grammar, spelling, and punctuation of legal documents.
3. Ability to check the accuracy of legal citations.
4. Ability and skill in effectively communicating with officials, staff and third parties at all levels with tact, discretion, and professionalism.

**Basis of Rating:** This position contains screen out factors (SOF) that are part of the minimum requirements 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.

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.

**Qualifications Requirement:** 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, as well as meet the screen out factors.

**Specialized Experience** is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to performing legal secretarial work for an attorney, or Judge.

**Special Notes:** The Secretary at Large position is in the excepted service and the incumbent serves at the will of the Judge.

This is an administrative/clerical position. A law degree is not required to perform the duties of the job.

**A preliminary suitability determination and security background check, NACI, to include credit check, Federal income tax check and criminal check will be conducted for all new hires. All hires must be current on their Federal income tax obligations prior to employment with the Tax Court. Continued employment post appointment is subject to satisfactory completion of the NACI investigation, credit and tax check.**

**ADDITIONAL INFORMATION:**

- 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 thorough resume containing the applicant's complete employment history and associated salary, a cover letter, and college transcript. If currently employed by the Federal government, a copy of the latest SF-50, Notification of Personnel Action, is also required.

**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 Human Resources Office 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.***