

Vacancy Announcement
Clerk of Court
United States Tax Court

Position Title and Location: Clerk of the Court, United States Tax Court, Washington, D.C. (Announcement Number **15-14**)

Classification/Salary Level: SL-0905-00/00, \$121,956 - \$168,700, commensurate with qualifications and experience.

Opening Date: 10-5-2015

Closing Date: 11-3-2015

Overview of the United States Tax Court: The United States Tax Court is a Federal court of special jurisdiction under Article I of the Constitution of the United States. It is headquartered in Washington, D.C., and conducts trial sessions in more than 70 cities in the United States. These trial sessions are conducted by the Court's 19 Presidentially appointed judges, a varying number of senior judges (retired judges recalled to perform judicial duties), and special trial judges appointed by the Chief Judge (referred to herein collectively as judges). The Court is one of the largest Federal trial courts. It is administratively autonomous and independent of the executive branch and all other Federal courts. Additional information is available by visiting the United States Tax Court website at www.ustaxcourt.gov

General Role and Duties of the Clerk of the Court: The Clerk of the Court is responsible for carrying out policies established by the Court Conference and the Chief Judge, who is the chief executive official of the Court. The Clerk oversees the Court's administrative staff and is responsible for the management functions of the Court. As directed by the Chief Judge, the Clerk of the Court (1) manages Court operations through an administrative staff of about 80-100 employees; (2) advises the Chief Judge and the other judges regarding Court operations and interpretation and application of the Court's rules, procedures, and policies; (3) creates the Court's trial calendars and notifies parties of trial dates; (4) receives petition filings, (5) oversees cases not yet placed on a trial calendar; (6) provides information to parties and practitioners; (7) calendars cases for trial and establishes trial sessions; (8) maintains Court records; (9) helps formulate small tax case procedures; and (10) oversees procedures relating to the appeal of Tax Court cases; (11) attends and serves as Secretary of the Court Conference; (12) assists and

advises committees composed of judicial officers of the Court as may be appointed by the Chief Judge; (13) attends and makes presentations at events sponsored by the Court; (14) oversees the Court's technology services and initiates and oversees implementation of improvements in information systems and technology used by the Court such as electronic filing, technology in the courtroom, and information systems provided for the parties, public, and the Court's judges and staff; (15) consults with the Chief Judge about budgetary matters and oversees Court procurement processes; (16) is usually designated by the Chief judge to serve as the Court's contracting officer; (17) is the Court's liaison to GSA and coordinates with the General Services Administration and U.S. Marshals Service with respect to maintenance, improvements, and security of main Courthouse in Washington, D.C. and 37 leased courtroom facilities around the country; and (18) coordinates as needed with the Court's legal staff, the leadership of which reports directly to the Chief Judge.

Qualification Requirements: Applicants must be U.S. citizens or otherwise eligible to work in the United States and must meet the following educational and experience requirements.

Graduate of a full course of study in a School of Law (must have a J.D. or an LL.B. degree) accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Five (5) years of legal professional experience either as a private practitioner or as an attorney on the staff of a government law office or court, and managerial experience related to the field of litigation or adjudication. Managerial or legal experience within the Federal court system is preferred.

Application Procedures and Information: Qualified candidates are invited to submit a resume including educational, work and salary history, and a statement not to exceed 5 double-spaced pages in length addressing the applicant's ability to perform the duties of Clerk of Court with excellence. Applicants are also requested to submit names and contact information of at least three references and to indicate when they would be available to commence work at the Court based on an assumption that a selection will be made before the end of December.

Additional Information:

- Applications will be screened by a selection committee.
- Appropriate background investigation, to include criminal, tax and credit check will be conducted on candidate selected.
- Expenses incurred to travel for an interview will not be reimbursed by the Tax Court.
- Moving expenses may be paid by the Tax Court.
- U.S. Citizenship is Required.
- All applications and the panel's deliberations shall remain confidential.
- The Clerk of the Court serves at the will of the Court.

Employment benefits include paid holidays; annual leave; sick leave; retirement benefits; garage parking or monthly transit subsidy; and optional participation in the Thrift Savings Plan (401k equivalent), health benefits program, flexible benefits program, life insurance, and long-term care insurance.

Please submit the application and related documents to:

Ms. Ellene P. Footer
Office of Human Resources, Room 106
United States Tax Court
400 Second Street, N.W.
Washington, D.C. 20217

Application may also be made by e-mail to: efooter@ustaxcourt.gov.

Application materials must be received by the Court by 5:00 p.m. on November 3, 2015.

The United States Tax Court is an Equal Opportunity Employer.