

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 16-01
Opening Date: 01/05/2016
Closing Date: 01/11/2016

Title/Series/Grade: Editorial Assistant (GS-1087-07)
Positions Available: 1
Salary Range: GS-07 \$43,684 - \$56,790 per annum
Location: United States Tax Court
Office of the Chief Judge
Office of the Reporter of Decisions
Area of Consideration: U.S. Citizens Only

Duties: The position is in the Office of the Reporter of Decisions of the United States Tax Court and is supervised by the Reporter. The employee is junior to and assists the Editor in the preparation for publication of those filed opinions of the Tax Court that the Chief Judge directs to be published in the United States Tax Court Reports. The employee also provides the primary administrative and clerical support of the Office of the Reporter of Decisions, performing a wide range of duties to maintain the daily flow of the Tax Court's opinions under the general oversight of the Reporter.

IMPORTANT INFORMATION:

Please note that this position requires a preliminary suitability determination and a security background check, NACI, including a credit check, a Federal income tax check, and a criminal check that will be conducted for all new hires.

All hires must be in current compliance on their Federal income tax obligations before employment with the Tax Court. Any debt owed for Federal or State income tax must be paid in full before appointment with the Tax Court. Anyone currently in a payment plan may not be appointed to the Court until all tax obligations are paid in full.

Screen-Out Factors: Applicants must be U.S. citizens; if required, applicants must have registered with the Selective Service; applicants must have a minimum of one year of experience working in a law firm, law department, or court proofreading and editing legal briefs and memoranda or other similar legal documents. These factors are a prerequisite for employment consideration. In addition, an applicant's qualifications as reflected in the application package will be evaluated with respect to the special rating factors listed below.

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

Applicants are required to provide enough information, either separately or in a résumé, which addresses each Special Rating Factor and provides detailed evidence of the knowledge in the form of clear, concise examples of accomplishments and degree of responsibility.

1. Knowledge of English grammar, spelling, and punctuation.
2. Knowledge of court procedures and of legal terminology.
3. Demonstrated computer skills sufficient to assist with formatting and coding documents for publication.
4. General proofreading skills, including the ability to detect and accurately correct errors in style and formatting.
5. Experience referencing the Tax Court Style Manual and/or any other style manual (e.g., GPO Style Manual, AP Style Manual, etc.)

Qualification Requirements:

Applicants must meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement.

Specialized Experience: Experience which is directly related to the basic duties of the position. Such experience must have equipped the applicant with the particular knowledge, skills, and abilities required for successful job performance.

Basis of Rating: This announcement contains screen-out factors (SOF) that are part of the minimum requirements of the position. Applicants who do not meet the SOF are ineligible for further consideration. Applicants who meet the SOF will be rated on an evaluation of their experience as it relates to the special rating factors.

How Applications Will Be Rated: Applicants will be rated using a Category Rating system. If they meet the eligibility and qualification requirements for this position, they will be rated on their possession of the special rating factors listed above. According to the extent and quality of experience, education, and training in relation to these competencies, applicants will be placed into one of the following categories:

Best Qualified - Meets the basic qualification requirements and has successful experience in the same or a 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 for which they are applying and providing any supplemental information that may be necessary to address the SOF and special rating factors

listed in this vacancy announcement. In addition, applicants MUST submit a résumé, or USTC-001 (available at www.ustaxcourt.gov), but not both, that reflects how the applicant's background and experience correspond to the special rating factors listed in this announcement. 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 makes the final determination concerning applicant ratings.

Additional Information:

Employees may be required to complete a 52-week probationary period.

This position is administrative and a law degree is not required nor preferred.

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

Any male applicant born after December 31, 1959, and subsequently selected for this position must certify before appointment that he is registered with 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 Tax Court will provide reasonable accommodation to applicants with disabilities. Anyone needing a reasonable accommodation for any part of the application process should notify the Office of Human Resources. The decision on granting reasonable accommodation will be made case by case.

Application of Preference Eligibles: Preference eligibles will be placed above nonpreference 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. **Veterans must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.**

How To Apply: Applicants must submit all application materials explained in this vacancy announcement to:

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

Complete application materials must be received in the Office of Human Resources by the

closing date of this vacancy announcement. To ensure receipt of application materials by the closing date of this vacancy posting, all application materials may be faxed to (202) 521-4568 or emailed to humanresources@ustaxcourt.gov. For additional information, the Office of Human Resources can be reached at (202) 521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN AN APPLICATION'S NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.