

POSITION VACANCY ANNOUNCEMENT

Announcement No.: #16-15

Open Date: 08/24/2016

Closing Date: 08/31/2016

Position Title/Series/Grade: Legal Administrative Specialist (Admissions)
GS-901-08/10

Salary Range: GS-08 – \$48,378 – \$62,888
GS-10 – \$58,844 – \$76,498

Location: Office of the Clerk
Case Services Division
Washington, D.C.

Area of Consideration: All U.S. Citizens
(This is an Excepted Service, at-will position)

Duties: The position is located in the Admissions Section of the United States Tax Court. Under the direct supervision of the Director, Case Services, the Admissions Clerk serves as the assistant to the Committee on Admissions, Ethics, and Discipline and performs a variety of essential daily tasks necessary to operate the Admissions Section.

The incumbent serves as the assistant to the Committee on Admissions, Ethics, and Discipline and performs a variety of daily tasks necessary to operate the Admissions and Appellate Section, including:

- processing applications for admission and responding to inquiries concerning requirements for admission to practice before the Court;
- conducting legal research, to include investigating disciplinary actions administered by other jurisdictions; compiling reports; and preparing draft orders, letters and memoranda for the Committee on Admissions, Ethics, and Discipline;
- overseeing and coordinating the bi-annual written examination to practice before the Court, screening applications, proctoring the examination, and administering post-examination procedures;
- serving as the official trial clerk for hearings held before the Committee on Admissions, Ethics, and Discipline;
- handling appeal bonds and notices;
- serving as a Court liaison between the public, practitioners, other Federal and State Courts and State Bar Associations.

A preliminary suitability determination and security background check, NAC (National Agency Check), to include credit check, Federal income tax check and criminal check will be conducted for all new hires. All hires must be current on his or her Federal income tax

obligations before employment with the Tax Court. Continued employment post appointment is subject to satisfactory completion of the NAC background investigation, credit and tax check.

Screen Out Factor: Applicants must have at least one (1) year of experience working in a law firm, law department, or court conducting research, drafting legal documents, and compiling reports.

Special Rating Factors: (Knowledge, Skills, and Abilities used in the Rating Process)

1. Demonstrated ability to achieve a working knowledge of the Tax Court Rules of Practice and Procedure, the provisions of the Internal Revenue Code, and the Rules of Appellate Procedure as they pertain to the admission of individuals to practice before the Tax Court and regarding the appellate process with respect to Tax Court decisions.
2. Knowledge of accepted ethics governing the conduct of members of the Bar and the legal profession.
3. Demonstrated ability to prioritize, meet deadlines, and work both as a team member and independently, exercising mature judgment and utmost discretion, with precision, accuracy, and great attention to detail.
4. Ability to conduct research using web-based systems such as Westlaw, LexisNexis, and PACER.

Basic Requirement: Candidates must have 52-weeks of 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. Specialized experience includes 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.

How You Will Be Evaluated: Ratings will be based on an evaluation of experience relating to the duties of this position, and on the Special Rating Factors listed above. An applicant must provide detailed information in the application package to demonstrate that the Special Rating Factors are satisfied. An applicant's resume should reflect how that applicant's background and experience correspond to the rating factors listed in this announcement. An applicant may provide a cover letter that outlines his/her relevant experience.

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.

Not Qualified

How to Apply: All applicants must submit a comprehensive resume containing the applicant's employment history.

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. 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