



**UNITED STATES TAX COURT
POSITION VACANCY ANNOUNCEMENT**

Position Title/Series:	Legal Clerk, Petitions/Calendar Clerk GS-0986-5
Announcement Number:	21-09
Position Type:	Full-Time Permanent
Positions:	More than one position may be filled from this announcement.
Opening Date:	July 20, 2021
Closing Date:	August 16, 2021
Annual Salary Range:	GS-5 \$39,684 - \$51,592 GS-6 \$44,237 - \$57,506 GS-7 \$49,157 - \$63,906 GS-8 \$54,440 - \$70,775 Starting salary is dependent upon qualifications, experience, and availability of funds.
Area of Consideration:	Open to U.S. Citizens and Nationals (This is an excepted service, at-will position). NOTE: This vacancy announcement is also posted on usajobs.gov.
Location:	Washington, D.C.

POSITION SUMMARY: This position is located in the Petitions and Calendar Section, within the Case Services Division and reports directly to the Petitions/Calendar Supervisor. The incumbent is a member of the Section responsible for processing petition packages and preparing pleadings, orders, session calendars, and other legal correspondence pertaining to cases litigated before the Tax Court. Additionally, the Section is responsible for scheduling cases for trial, issuing Notices of Trial and Standing Pretrial Orders, and/or Notices.

CONDITIONS OF EMPLOYMENT:

- Applicants must be United States Citizens or Nationals.
- All Court employees are required to adhere to the *Code of Conduct for US Tax Court Employees*.
- Employees of the United States Tax Court are considered “at-will” employees, and, as such, may be terminated with or without cause.
- Those who are required must abide by Selective Service registration requirements.
- Selection of this position is contingent upon favorable suitability determination and security background check, to include credit check, Federal income tax check and criminal check. A candidate selected for this position must be current on his or her Federal income tax obligations before employment with the Tax Court, and must remain current at all

times while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A background reinvestigation or supplemental investigation may be required at a later time.

- All applicant information is subject to verification.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

REPRESENTATIVE DUTIES:

- Review and analyze documents received and petitions filed to ascertain adherence to Tax Court Rules of Practice and Procedure in order to initiate a case. Ensure appropriate tax case designations (regular or small) and issue orders as needed.
- Apply appropriate filing fees and confirm that petitions have been amended appropriately. Enter Orders of Dismissal for failure to pay filing fees and/or file an amended petition.
- Process undeliverable mail returned by the U.S. Post Office, taking appropriate action as necessary, such as issuing orders changing address or directing additional service.
- Prepare service copy and a daily service listing of all petitions and associated documents to be served on respondent. Record requests for place of trial, amending such requests as needed.
- Respond to all correspondence requesting forms or other Court information.
- Prepare and maintain the Court's trial calendars. Issue Notices of Trial along with Standing Pretrial Orders and/or Notices, and 30-day trial reminder notices. Serve various change notices when any aspect of the trial has changed.
- Maintain and update Tax Clinic letters to be issued to pro-se petitions.
- Perform other work as assigned.

Work at the higher grades: This position provides a progressive career ladder with full-performance level to the GS-8. In order to progress through the career ladder, an employee must work at least 52 weeks at the next lower grade, must be performing their current position at a fully successful level, and must show evidence of performing duties at the next higher grade level. Promotion consideration is subject to the supervisor's discretion.

MINIMUM QUALIFICATIONS AND EVALUATION CRITERIA:

Candidates must possess specialized experience which is experience directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position as described in this vacancy announcement.

Basis of Rating: Ratings will be based on an evaluation of the applicant's experience as it relates to the qualification requirements and on the Special Rating Factors listed herein. Applicants should provide detailed evidence of the Special Rating Factors in their application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

How You Will Be Evaluated: Ratings will be based on an evaluation of the applicant's experience as related to the duties of this position, and the Special Rating Factors listed herein. **The resume/application package must provide detailed information showing that the Special Rating Factors are satisfied.** A cover letter outlining relevant work experience may be provided as well.

If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning whether you meet the minimum qualifications.

If you meet the minimum qualifications for this position, the Court will then evaluate your application package to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.

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.**

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

HOW TO APPLY: Applicants may apply by submitting the following:

1. A resume highlighting relevant knowledge and experience;
2. Most recent Notification of Personnel Action, SF-50; and
3. A supplemental written statement, not to exceed two pages, which provides a brief description of your how your experience relates to the Special Rating Factors.

SPECIAL RATING FACTORS:

- A. Knowledge of and skill in applying the Court's rules of practice and the provisions of the Internal Revenue Code as they pertain to the operations of the Court in order to determine that stipulations and decisions are proper and ready for service.
- B. Skill in MS Word or comparable word processing program as well as the Tax Court's DAWSON case management software.
- C. Knowledge of the procedures and organization of the Tax Court.
- D. Knowledge of legal terminology.

These application materials are due by 11:59 PM EST on the closing date of this vacancy announcement and must be submitted electronically in Adobe Acrobat PDF format to humanresources@ustaxcourt.gov.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

The United States Tax Court is an equal opportunity employer.