



UNITED STATES TAX COURT
WASHINGTON, DC

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Library Administrative Specialist - GS-0301-11
Announcement Number:	21-11
Position Type:	Full-Time Permanent
Opening Date:	August 23, 2021
Closing Date:	August 30, 2021
Annual Salary Range:	GS-11 \$72,750 - \$94,581 Includes locality adjustment
Area of Consideration:	All Sources, All U.S. Citizens and Nationals May Apply (This is an Excepted Service, at-will position)
Location:	Washington, D.C. Office of the Clerk of the Court
Supervisory:	No

POSITION SUMMARY

The position is in the library of the United States Tax Court. The incumbent performs a variety of technical and professional duties providing service to the Judicial and administrative staff of the Court. The incumbent reports directly to the Supervisory Librarian and plays key roles in both verifying and projecting library expenditures in current and future fiscal years as well as creating online tools to provide end user interfacing with library products and services.

MAJOR DUTIES AND RESPONSIBILITIES

Technical Support

- Work independently using various modules of the Library's Integrated Library System (ILS) to input and edit item records for print materials received daily. Establish frequency pattern in ILS for both regular and irregularly printed publications and program alert notifications for any missing or overdue items. Run SQL reports to identify and claim missing materials.
- Work under the direction of the Technical Information Specialist in editing bibliographic ILS records to include virtual, static, or internal links.

- Work independently uploading digital objects into the home page of the library's ILS as well as providing links to services and objects. Maintain library webpages.
- Use a variety of tools including but not limited to the Library's ILS, digital repository, AWS cloud contents and Court's document management and collaboration platform to display virtual, static, or internal links to digital objects, online resources, and services.
- Effectively link each bibliographic item record for a print item in the catalog module of the Court's ILS to a third-party vendor's RFID (Radio-Frequency Identification) system.
- Track and maintain inventory in the library, satellite collections, chambers, and offices. Order materials for distribution in 39 field courtrooms.
- Responsible for the Court's bookbinding process, completing all necessary forms (e.g., SF-1, SF-2511) for signature. Independently work with GPO contracted bindery company on binding specifications. Choose and arrange all journals for binding, gather materials, set up appointments, and maintain contact with bookbinders. When the orders are complete, check for accuracy and prepare library volumes for shelving.
- Work directly with library contractors ensuring tasks are performed in accordance with any agreement entered by the Court.
- Responsible for maintaining the appearance and order of library stacks according to Library of Congress classification system and Librarian directives; some filing of supplements and treatise updates required.
- Provide subject-area reference services and information searches for Presidentially appointed Judges and other Court personnel by performing searches in response to specific requests, locating and selecting information from a broad range of current and retrospective resources. Guide Court personnel in the use of internal and external resources.
- Create digitized materials from the Court's physical collection and incorporate external digitized products from outside sources into the digital initiative project. Apply library science principles of hierarchy and relationship to verify that material is created and displayed in a logical data set and subset organization. Under the direction of the Technical Information Specialist upload material to appropriate repository and provide user friendly access to such objects.

Procurement/Budget Support

- Perform a full range of pre-award (e.g., Requests for Information, Requests for Proposals) and post-award library contracting and procurement duties as well as manage post-award contract administration to ensure compliance with contracted obligations.
- Reconcile receivables with purchase orders in both ILS and Court financial programs.

- Responsible for budget projections and formulation by compiling, consolidating, checking, and arranging funding data in requests to cover projected annual operating expenses into specified categories.
- Maintain information on vendors fulfilling terms of agreement in a centralized system. Alert Supervisory Librarian for any need to modify an existing contract and provide adequate time to restart the bidding process after agreement/contracts are near fulfillment.
- Respond directly to the Director of Finance regarding purchase order inquiries, de-obligations and projections. Verify any de-obligations with vendors before releasing them to the Director of Finance.
- Responsible for the purchase of all print and non-print materials, online systems and supplies using appropriate Court procurement procedures. Review and approve all invoices for accuracy and proper receipt of materials and services. Ensure invoices reflect the proper performance period and review statements that reflect obligations, payments, corrections, and adjustment of all library acquisitions. This includes, among many other vendors, rider materials from GPO Circulars and rider contracts negotiated by the Administrative Office of the US Courts.
- Hold government purchase card for library acquisitions and is responsible for purchase card purchases and reconciling purchase card statements.
- Provide guidance to chambers/offices regarding budgets determined by the Chief Judge. Track costs, explain pricing to chambers/offices and maintain the preset spending limits. Any variations are reported to the Supervisory Librarian.
- Serve as principal liaison with publishers and other vendors for ordering materials, maintaining records of titles, prices, and expiration dates. Initiate claims of missing items in a timely manner. Obtain credit vouchers when appropriate and use them within specified time as dictated by Federal procurement laws. Negotiate directly with publishers during times of limited appropriations to pay for annual subscriptions on a prorated basis.
- Responsible for creating reports and spreadsheets which analyze material costs. Conduct cost comparisons and evaluate the impact on the Court's budget from anticipated pricing models.

As with all positions at the U.S. Tax Court, other duties may be assigned.

REQUIREMENTS

Special Rating Factors: Please provide a written narrative describing professional experience which demonstrates **EACH** of the competencies listed below:

1. Knowledge of an Integrated Library Systems (ILS) and the interrelationship between different modules of the ILS.
2. Significant understanding of legal bibliographic sources, legal citations, and the difference between various legal documents.
3. Knowledge of Federal procurement regulations.
4. Inventory control knowledge sufficient to order, process, and track library materials.

The full-performance level of this position is a GS-11. In order to become a GS-11, 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.

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 on a 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.

HOW APPLICANTS WILL BE EVALUATED

Ratings will be based on an evaluation of applicant’s experience as related to the duties of this position and the qualification requirements listed above. **The resume/application package must provide detailed information showing the extent to which the qualification requirements are satisfied.**

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.

REQUIRED DOCUMENTS

1. A resume that clearly demonstrates you have experience which meets the requirements of this position (do not include personally identifiable information such as social security number);
2. A supplemental written statement, not to exceed 5 pages, which provides a description of the **specialized** experience requirements; and
3. Most recent Notification of Personnel Action, SF-50 (if applicable).

These application materials are due by 5 p.m. (ET) 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.