



UNITED STATES TAX COURT

WASHINGTON, DC

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Trial Clerk -- GS-0901-07/09/11
Announcement Number:	23-02
Position Type:	Full-Time Permanent This is an Excepted Service, at-will position.
Positions:	More than one position may be filled from this announcement.
Opening Date:	March 9, 2023
Closing Date:	March 31, 2023
Annual Salary Range:	GS-07/09/11 - \$53,105 - \$102,166 Starting salary is dependent upon qualifications, experience, and availability of funds.
Area of Consideration:	The Public (U.S. Citizens, Nationals, or those who owe allegiance to the U.S.)
Location:	U.S. Tax Court, 400 2nd St. NW, Washington, D.C.
Telework eligible:	Yes, as determined by Court policy
Supervisory status:	No

POSITION SUMMARY

Under the general direction of the Trial Clerk Supervisor, the Trial Clerk serves as a confidential assistant to judges of the U.S. Tax Court during trials and hearings. The Court has national jurisdiction and conducts trial sessions in-person at its main courthouse in Washington, D.C., and in 73 other cities throughout the United States. The Court also conducts some trials and hearings remotely on Zoomgov.

Trial Clerks are expected to exercise initiative and resourcefulness, to demonstrate exceptional organizational skills, to have high ethical standards, and to exhibit excellent professional written and verbal communication skills. This is a great position for you if you embrace new challenges, are eager to spend time in the courtroom, and are just as comfortable with solo travel as you are with hosting a virtual meeting.

DUTIES

Trial clerks are responsible for providing judicial support including:

- Participating in court proceedings. Assists with the orderly flow of court proceedings that includes, but is not limited to, setting up the courtroom, assuring presence of all necessary participants, coordinating with the court reporter, managing exhibits, calling court to order, administering oaths, swearing in witnesses, hosting and directing virtual hearings/trials (i.e., Zoomgov), and operating courtroom technology.
- Taking notes of proceedings, notices, and rulings to prepare Court orders and minutes.
- Responding to procedural questions from litigants, pro bono counsel, and the public.

- Preparing and reviewing case filings, including orders and notices, using the Court’s electronic filing and case management system, DAWSON, in accordance with the U.S. Tax Court Rules of Practice and Procedure and case processing guidelines.
- Working closely with the Court’s Docket Section to process exhibits, minutes, transcripts, orders, decisions, and other official case documents.
- Serving as a liaison between judges and other Court staff, the United States Marshals Service, the General Services Administration, attorneys, practitioners, low-income taxpayer clinic and pro bono representatives, taxpayers, the press, and the public.
- Performing other duties as assigned.

Trial clerks are assigned to both in-person and remote Court proceedings. For in-person proceedings, there is extensive travel required throughout the United States. For remote trials and hearings, the trial clerk is responsible for creating and managing the video platform (currently Zoomgov) and ensuring that the proceeding is live-streamed, while also performing other duties.

Work at the higher grades: This position is a two-grade interval position that provides a progressive career ladder with full- performance level to GS-11. 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.

REQUIREMENTS

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 serve under “excepted appointments” and are considered “at-will” employees, and, as such, may be terminated with or without cause. Federal Civil Service classifications or regulations do not apply; however, Court employees are entitled to substantially the same benefits as other Federal Government employees.
- 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 their 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.

EDUCATION REQUIREMENTS

To qualify for the position of Trial Clerk, applicants **MUST** submit proof that they have received a bachelor's degree from an accredited institution AND that they meet at least one of the following criteria based on (1) class standing or (2) grade-point average, or (3) election to membership in a national scholastic honor society.

1. To qualify based on class standing, applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. To qualify based on grade-point average, applicants must have a grade-point average of: **3.0 or higher out of a possible 4.0 (“B” or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or **3.5 or higher out of a possible 4.0 (“B+” or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final two years of the curriculum.
3. Applicants may also qualify based on election to membership in a national scholastic honor society. See the Association of College Honor Societies for a list of qualifying honor societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

ADDITIONAL QUALIFICATION REQUIREMENTS:

Special Rating Factors (Knowledge, Skills, and Abilities Required by the Position): Applicants are required to address each Special Rating Factor providing detailed evidence of the listed factors in the form of clear, concise examples of accomplishment and degree of responsibility. Please use specific examples to illustrate how your qualifications and accomplishments are relevant.

- A. The ability to communicate effectively and tactfully with individuals or groups representing widely different backgrounds, interests and points of view;
- B. strong attention to detail;
- C. ability to exercise discretion, mature judgment and independence; and
- D. ability to be a self-starter, resourceful, technologically adept and comfortable traveling alone.

Qualified candidates must be willing to commit to a minimum two-year tour of duty.

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

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 Special Rating Factors listed above. **The resume/application package must provide detailed information showing the extent to which the Special Rating Factors are satisfied.** If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. 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 highlighting relevant knowledge and experience;
2. A supplemental written statement, not to exceed two pages, which provides a brief description of your Special Rating Factors;
3. College transcripts; and
4. Most recent Notification of Personnel Action, SF-50, if you are or have been a Federal government employee.

HOW TO APPLY

Application materials are due by 5:00 PM (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 Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, with or without prior written or other notice.

The United States Tax Court is an equal opportunity employer.