



**UNITED STATES TAX COURT**  
WASHINGTON, DC

**POSITION VACANCY ANNOUNCEMENT**

<b>Position Title:</b>	<b>Deputy Clerk for Administrative Services</b>
<b>Announcement Number:</b>	<b>25-04</b>
<b>Position Type:</b>	<b>This is a full-time, permanent, at-will position in the Excepted Service.</b>
<b>Opening Date:</b>	<b>April 29, 2025</b>
<b>Closing Date:</b>	<b>Open until filled, with preference to applications received by May 20, 2025. Applications will be collected every Tuesday until the position is filled or July 29, 2025, whichever occurs first.</b>  <b>See “How Applications Will Be Collected and Processed” for details.</b>
<b>Pay Plan, Series, and Grade</b>	<b>SL-0301-00</b>
<b>Annual Salary Range</b>	<b>\$150,160 - \$195,500</b> <b>Starting salary is dependent upon qualifications, experience, and availability of funds.</b>
<b>Area of Consideration:</b>	<b>U.S. Citizens</b>
<b>Location:</b>	<b>Washington, D.C.</b>

**POSITION SUMMARY:** The Deputy Clerk for Administrative Services is an executive-level management position that reports directly to the Clerk of the Court, assisting the Clerk in supervision and management of the Tax Court’s operations including facilities, finance, human resources, inventory, procurement and records. The position has regular interaction with judges, high-level officials of other organizations, members of the bar and the public.

**CONDITIONS OF EMPLOYMENT:**

- Applicants must be United States citizens or eligible to work for the federal government.
- 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.

United States Tax Court Vacancy Announcement 25-04,  
Deputy Clerk for Administrative Services

- The selected applicant must, within the first year, successfully obtain Federal Acquisition Certification in Contracting (FAC-C) (Professional) certification from the Federal Acquisition Institute (FAI) or its equivalent.
- Due to the duties and responsibilities of this position, the selected candidate will be required to complete a confidential financial disclosure report to avoid involvement in a real or apparent conflict of interest, and to carry out the purpose behind any statute, rule, or regulation applicable to or administered by the employee. An initial report will be due before entering the position and annual reports thereafter.
- All applicant information is subject to verification.
- Those who are required must abide by Selective Service registration requirements.
- Selection for 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 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 of those checks. A subsequent background reinvestigation or supplemental investigation may be required.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Applicants who hold a Juris Doctorate must be admitted to practice law before the highest court of a state or the District of Columbia and be an active member in good standing.

**REPRESENTATIVE DUTIES:**

- Manage the day-to-day administrative operations of the Court and exercise direct supervision of the administrative services staff. This includes regularly providing performance requirements and tracking progress. Review and certify the adequacy and accuracy of job descriptions, develop performance standards, and evaluate performance.
- Implement and manage an effective Administrative Services program, including resource planning, to ensure uniform and consistent compliance with the laws, regulations, professional standards, and policies applicable to the operations of the Court.
- Collaborate with the Clerk and senior management to establish and maintain necessary service levels and security protocols to ensure that standards and stakeholder requirements are met.
- Oversee and administer any inter-agency agreements and or contracts related to financial management, human resources, facilities, and other offices of the Court (e.g. an inter-agency agreement and or contract related to financial management and procurement between the Court and the Department of Treasury's Administrative Resource Center).
- Coordinate and consult with Judges, the Clerk, and senior staff regarding policy development, major operational initiatives, actions accomplished, milestones to be achieved, and significant problems or issues related to the above.
- Establish operating guidelines and procedures to implement approved policies. Regularly assess procedures and practices to identify possible weaknesses or risks and make decisions and recommendations for program adjustments.
- Carry out special assignments that may arise from new or proposed legislation, changes in Court requirements, emergencies, or other matters affecting the administrative functions of the

Court. When necessary, provide coverage for essential functions after-hours and during periods of emergency and continuity of operations.

- Perform other duties within the Clerk of the Court's Office as assigned and act for the Clerk of the Court in the Clerk's absence or by direction.

#### **SPECIAL RATING FACTORS:**

- Exceptional leadership, team building, and management skills, with a proven record of organizational and problem-solving skills; sound ethics and judgment; and a professional demeanor. A demonstrated ability to exercise a substantial degree of initiative and independent judgment.
- Demonstrated understanding of finance, facilities, human resources, and procurement functions and general policies, with a preference for prior federal experience.
- Excellent interpersonal skills including verbal, written, and presentation skills, and a proven track record of serving as a trusted adviser. Prior experience in or leading professional improvement efforts.
- Demonstrated ability to develop and execute a strategic plan that ensures the right people are in the right roles, and that employees are highly engaged and satisfied.
- Demonstrated ability to consistently exercise sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for U.S. Tax Court Employees.

#### **EDUCATION AND EXPERIENCE:**

- A bachelor's or master's degree in accounting, finance, human resources or other relevant discipline is required.
- Superior academic achievement indicated by graduation with honors (*cum laude*, *magna cum laude*, *summa cum laude*, or with honors, with high honors, or with highest honors, as appropriate to the school), election to a national scholastic honor society recognized by the Association of College Honor Societies (see <https://www.achshonor.org/certified-societies-directory-#/> for a list of qualifying societies), is preferred but not required
- A graduate degree such as a Master of Public Administration or a Master of Business Administration with a concentration in finance or similar is preferred but not required.
- A Juris Doctorate (J.D.) and active membership in a State Bar or the District of Columbia Bar is preferred but not required.
- Completion of the Certified Court Executive certification program operated by the National Center for State Courts, admission to the Institute for Court Management Fellowship program, and completion of the Government Financial Manager certification or other relevant professional certification is preferred.
- Six years of progressively responsible experience that provided an understanding of management practices and court administrative processes, including substantial experience advising senior-level management and key stakeholders is required. Experience in federal or state court operations is preferred but not required.
- Experience in applying federal procurement provisions and federal appropriation laws is preferred but not required.
- Supervisory experience in the federal government or the private sector is preferred but not required.

### **EVALUATION CRITERIA:**

If you fail to provide the information required, your application will not be evaluated beyond the basic screening process. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Applicants scheduled for an interview should advise if a reasonable accommodation will be necessary. Travel expenses for interviews will not be reimbursed.

### **REQUIRED DOCUMENTS:**

1. A letter of interest addressed to Clerk of the Court;
2. A resume highlighting relevant knowledge and experience;
3. Unofficial transcripts for all degrees cited to meet the education requirement;
4. Evidence of superior academic achievement as described above, if cited to meet the education requirement;
5. A certificate of good standing from a State Bar or the District of Columbia Bar showing that you are active and in good standing, if a J.D. is cited to meet the education requirement;
6. Contact information for 3 professional references;
7. A brief narrative that addresses your: (a) management style or philosophy, vision, and values; (b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and (c) personal experiences building effective working relationships and developing teams; and
8. Your most-recent Notification of Personnel Action, SF-50, if you are or have been a Federal government employee.

### **HOW TO APPLY**

Your adherence to these How to Apply instructions will be taken into consideration when selecting candidates for interviewing.

1. All application materials must be combined in Adobe Acrobat PDF format in a single file, with the required documents in the order outlined above, with a blank or separator page between each category of document. Do not use the portfolio tool to create attachments within the file.
2. The application PDF file must be attached to an email with the subject line: “**Application for Deputy Clerk Position, 25-04 –(your last name)**”
3. The email should contain a cover letter in the body of the email. (This may be the same as the letter of interest required above.)
4. Emails must be addressed to [director-ohr@ustaxcourt.gov](mailto:director-ohr@ustaxcourt.gov).
5. Do not submit reference material in excess of the supplemental written statement. The supplemental written statement must be specific to the duties of the Deputy Clerk position and should not be work product produced in other jobs.
6. Do not submit information about protected personal characteristics, photos, social security numbers, classified information or other matters not required by this announcement.

NOTE: The Court will not accept, consider, or provide notice of incomplete applications or applications that

do not comply with these instructions. Candidates who submit multiple applications during the vacancy opening period must indicate in the email how the application has been updated in order for the subsequent application to be considered.

NOTE: 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.

NOTE: The Court reserves the right to retain all application materials received for a period of six months after the closing of this announcement to fill additional vacancies.

### **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. The best-qualified candidates will be invited to participate in one or more interviews. Interviews may be conducted in person or remotely.

### **HOW APPLICATIONS WILL BE COLLECTED AND PROCESSED**

The Office of Human Resources (OHR) will collect applications received as of 11:59 p.m. each Monday beginning on May 20, 2025 and continuing until the position is filled or July 29, 2025, whichever comes first. OHR will acknowledge receipt of those applications on Wednesdays and will review them as outlined above. OHR will, by Friday, forward those applications that meet or exceed the standard to the Hiring Manager by for review. OHR will notify applicants of whether their application was forwarded to the Hiring Manager at the time of referral. The Hiring Manager may or may not review applications on a rolling basis or may wait until a critical mass of applications are received prior to selecting candidates for interview. All invitations to interview will come from the Hiring Manager or his designee. Further information about the selection process is not available. Applicants should be aware that the position may be filled at any time after May 23, 2025. Applications should be submitted as early as possible to ensure maximum consideration.

***The United States Tax Court is an equal opportunity employer.***