

**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 06-20  
**Issuing Date:** 06-02-2006  
**Closing Date:** 06-16-2006

**Position Title/Series/Grade:** Management Analyst, GS-343-13

**Location:** Office of the Clerk of Court  
Washington, DC

**Area of Consideration:** Status and Reinstatement Eligibles  
(Competitive Civil Service  
Required)

**The United States Tax Court is a federal court with national jurisdiction to adjudicate tax disputes between tax payers and the Internal Revenue Service.**

**Duties:** The incumbent of this position serves as a Management Analyst, reporting directly to the Clerk of Court, with responsibility for the following:

- coordinate, complete and report on a variety of special projects, programs and assignments. Specifically, the incumbent will analyze and evaluate (on a quantitative and/or qualitative basis) the effectiveness of Court's and Clerk's Office's program operations and projects;
- develop life cycle, cost benefit or economic evaluations of current or projected programs and projects;
- evaluate and advise the Clerk on intra-office workload distribution in the assessment of appropriate staffing levels and skills mix;
- evaluate and advise the Clerk on organizational design, methods and processes to maximize the effectiveness of records, communications, directives, forms, files, and documentation management;

- research and investigate new or improved business and management practices for application to Court programs or operations;
- evaluate management information requirements to enhance program or administrative reporting systems, including data gathering and analytical techniques;
- analyze new or proposed budget, legislation or regulations to determine the prospective impact on Tax Court and/or the Clerk's Office program operations and management;
- identify, develop and analyze data collected for the Court's management information systems;
- develop procedures for establishing, operating, and assessing the effectiveness of administrative controls designed to prevent waste, loss, unauthorized use, or misappropriation of assets;
- perform management surveys to determine compliance with Court regulations, procedures, sound management practices, and effective staff utilization;
- identify and evaluate the efficacy of the possible conversion of administrative functions and activities to outsourced contract operations;
- identify resources (staff, funding, equipment, facilities, etc.) required to support varied levels of program and project operations; and,
- review administrative audit and investigative reports to determine appropriate changes or corrective action required.

**Special Rating Factors: (Knowledge, Skills and Abilities (KSA) Required By the Position)**

1. Ability to effectively express ideas orally and in writing.
2. Ability to use analytical and evaluative methods and techniques for assessing program and project development or execution in order to improve organizational effectiveness and efficiency.
3. Basic working knowledge of federal budget making and financial management principles relating to long range planning of programs and objectives.

4. Skill in the application of fact-finding and investigative techniques.
5. Skill in developing meaningful presentations and reports using electronic presentation software, such as PowerPoint and Presentation.

**Basis of Rating:** Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSAs) listed above. You should provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

**Supplemental Qualifications Statement:** To ensure full consideration for the subject position, applicants **MUST** submit a supplemental qualification statement (SQS) which specifically addresses how his/her background and experience relate to each Special Rating Factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The SQS should be submitted on bond paper. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or supplemental qualifications statements for other positions, is not acceptable.

**Additional Information:**

- Status candidates must meet appropriate time-in-grade requirements within 30 days of certification.
- Status candidates must submit a copy of latest SF-50, Notification of Personnel Action, showing tenure group and promotion potential (if any).
- ALL candidates must submit a SUPPLEMENTAL QUALIFICATION STATEMENT addressing each KSA.
- Relocation expenses are not authorized for any selected applicant.
- U.S. citizenship is required.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

**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.

A new law, Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".)

The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

**How to Apply:** Applicants must submit all application materials explained in this vacancy announcement. **Applications must be received in the Office Human Resources by the closing date of this vacancy posting. This includes the Supplemental Qualification Statement addressing the KSAs, SF-50, and application.** One of the following must be submitted as the application: Resume, Optional Application for Federal Employment (OF-612) or Application for Federal Employment (SF-171).

**Send all application materials to:**

**United States Tax Court  
Office of Human Resources, Room 146  
400 Second Street, N.W., Washington, D.C. 20217**

All submissions **MUST** be received by the close of business (4:30 p.m.) on the date the vacancy announcement closes. **ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. To ensure that your application is received by the closing date of this vacancy posting, you may fax all your application materials to (202) 521-4568.** For additional information, call the Office of Human Resources at (202) 521-4700. **FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

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