

**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 08-41  
**Opening Date:** 12/24/2008  
**Closing Date:** 01/09/2009

**Position Title/Series/Grade:** ASSISTANT CHIEF TRIAL CLERK  
GS-0945-9/11

**Salary Range:** GS-9, \$48,108 - \$62,546  
GS-11, \$58,206 - \$75,669

**Location:** United States Tax Court  
Office of the Clerk,  
Trial Clerks Office

**Area of Consideration:** Status Candidates Only  
(Competitive Civil Service Status  
Required)

**Duties:** The Assistant Chief Trial Clerk (ACTC) assists in overseeing the Trial Clerks' Office at the United States Tax Court, as directed by the Chief Trial Clerk (CTC). The ACTC serves as the secondary source contact and direction for trial clerks as they attend nationwide trial sessions of the Court. The ACTC also serves as a secondary source contact for Judges, Special Trial Judges (Judges), Chambers, and Clerk's Office staffs (Court staffs) with respect to all matters relating to trial clerks. In addition to the duties and responsibilities set forth below, the ACTC may be called upon to perform the duties of a trial clerk as needed. Must be able to travel. Assists the CTC in performing the following duties:

- Assigning Trial Clerks to trial, motions, and special sessions, and any other hearings scheduled by or for a Judge.
- Receiving proceeding minutes, orders, and documents prepared by trial clerks at trial sessions and in examining those records for completeness and accuracy.

- Reviewing trial calendars to determine all necessary paperwork is completed timely.
- Answering questions and otherwise supporting Judges, Court staffs, and United States Marshals Service personnel with respect to any aspect of a trial session.
- Overseeing preparation of Court files, records, and documents for shipment to trial sessions and the delivery of same to the Facilities Management Section for shipment.
- Contacting the contract court reporting company each week to ensure that court reporters have been assigned to each trial session, and advising trial clerks of the name of the reporter expected to attend his/her trial session.
- Serving as a secondary source contact for the contract reporting company with respect to the scheduling, cancelling, or changing trial sessions.
- Training new trial clerks. As required, accompanies new trial clerks to trial sessions as part of the training process.

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

1. Knowledge of the requirements for preparation of minutes of proceedings, orders and other official documents of the Court, or other comparable work.
2. Demonstrated ability to direct and oversee the work of others, and to train staff on the policy and procedures affecting the work of others.
3. Skill in oral and written communication, including the ability to meet and deal effectively with people at all levels.
4. Demonstrated ability to think critically, independently, and problem solve.
5. Demonstrated ability to project effective interpersonal skills, when dealing with staff and Court personnel.

**Qualifications and Evaluation Criteria:** Candidates must meet the U.S. Office of Personnel Management (OPM) Qualifications Standards Handbook for General Schedule Positions, requiring experience which is directly related to the position being filled and equipping the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**APPLICANTS MAY MEET THE MINIMUM QUALIFICATION REQUIREMENTS FOR THE GS-9/11 GRADE LEVELS FOR THIS POSITION AS DESCRIBED BELOW:**

*Applicants must possess one year of specialized experience at the next lower grade level.*

**Specialized experience** is experience which is either directly related to the basic duties of the position, or comparable work experience, that shows the applicant possesses the knowledge, skills, and abilities (as described in this announcement) required for successful job performance. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**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.

**Narrative Statements:** To ensure full consideration for the subject position, applicants **MUST** submit a narrative, with detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each 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 Special Rating Factor Narrative 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 submitting Special Rating Factors for other positions is not acceptable.

**Additional Information:**

- All applicants must meet time-in-grade requirements.
- All applicants must submit Narrative Statements addressing all Special Rating Factors.
- Relocation expenses are not authorized for any selected applicant.
- Expenses incurred for an interview will not be paid by the Tax Court.
- 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.

**How to Apply:** Applicants must submit, either an OF-612, Optional Application For Federal employment or a resume as the application; narrative statements addressing all of the special rating factors listed in this announcement, and an SF-50 (Notification of Personnel Action). If qualifications are based on education, applicants must provide an original undergraduate transcript, from an accredited educational institution. All application materials, described above, must be received in the Office of Human Resources by the close of business, 4:30pm on the date this vacancy announcement closes.

All application materials must be sent to:

The United States Tax Court,  
Office of Human Resources,  
Room 106, 400 Second Street, N.W.,  
Washington, D.C. 20217

and be received by the date the vacancy announcement closes (close of business - 4:30pm). 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 or email to **humanresources@ustaxcourt.gov** all of the application materials required. 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.**