

## POSITION VACANCY ANNOUNCEMENT

**Announcement No.:** 14-03  
**Open Date:** 03-21-2014  
**Closing Date:** 03-25-2014

**Title/Series/Grade:** Trial Clerk, GS-901-7  
(w/promotion potential to the GS-9)

**Salary Range:** GS-7 \$42,631 - \$55,421

**Location:** United States Tax Court  
Office of the Clerk,  
Court Services  
Washington, DC

**Area of Consideration:** All U.S. Citizens May Apply

**NOTE: This position is in the excepted service. Persons hired pursuant to this announcement are hired at-will. More than one selection may be made from this announcement.**

### **DUTIES:**

The primary duty of a Trial Clerk is to travel extensively to assist the Judges and Special Trial Judges of the United States Tax Court as they conduct Court sessions in over 70 cities throughout the United States. While on session, the Trial Clerk acts as a confidential assistant to the Judge and performs all administrative duties, including setting up the courtroom and chambers, answering questions from taxpayers and counsel regarding Court procedure, calling the Court to order, calling the calendar, administering oaths, keeping notes on the proceedings, ordering transcripts, preparing orders and preparing the minutes of the proceedings. At the conclusion of the trial session, the Trial Clerk is responsible for organizing and returning case files and documents to the Tax Court headquarters in Washington, D.C. When not traveling, a Trial Clerk's duties include preparing case files for shipment to trial sessions, reviewing transcripts received from the official reporting company, and assisting Judges and Special Trial Judges at Motions sessions, Trial sessions, and Special sessions. Trial Clerks may also be assigned other projects and duties as necessary.

**This position requires extensive travel.**

## **QUALIFICATION REQUIREMENTS:**

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

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 membership in a national scholastic honor society, which meets the minimum requirements of the Association of College Honor Societies.

Trial Clerk applicants **MUST** also demonstrate:

- the ability to communicate effectively and tactfully with individuals or groups representing widely different backgrounds, interests and points of view;
- a strong detail orientation;
- ability to exercise discretion, mature judgment and independence; and
- ability to be self-initiating, resourceful, and comfortable in traveling alone.

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

## **ADDITIONAL INFORMATION:**

- U.S. citizenship is required.
- Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service.
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- An interview may be requested.
- 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 Note: This is not an entry level law clerk job. Rather, the Trial Clerk position is administrative/clerical in nature and a law degree is not required to perform the duties. The Trial Clerk position is a confidential position and is in the excepted service. The incumbent serves at the will of the Judge.**

**A preliminary suitability determination and security background check will be conducted for all new hires.**

**How to Apply:** All applicants must submit a thorough resume containing the applicant's complete employment history and associated salary, a cover letter, and college transcript. If currently employed by the Federal government, a copy of the latest SF-50, Notification of Personnel Action, is also required.

**All application materials must be submitted to:**

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

**Application materials may also be sent by fax to (202) 521-4568 or electronically to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). All application materials must be received in the Human Resources Office by the closing date of this announcement. To ensure timely receipt of application materials, it is recommended that the materials be submitted either electronically, by fax or by hand delivery. Questions regarding this announcement may be directed to the Office of Human Resources at (202) 521-4700.**

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