

**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 14-12  
**Open Date:** 10-10-2014  
**Closing Date:** 10-24-2014

**Position Title/Series/Grade:** Supervisory Contract Specialist,  
GS-1102-13

**Salary Range:** GS-13- \$89,924 - \$116,901

**Location:** Office of the Clerk  
Facilities Management Section

**Area of Consideration:** Government Wide, Both Competitive and  
Excepted Service Applicants May Apply  
(U.S. citizenship is required)

**Position Type:** This is an Excepted Service, At-will Position

**DUTIES:** The incumbent of this position works in the Facilities Management Section of the Clerk's Office under the direct supervision of the Facilities Management Director and serves as the Court's subject matter expert on all of the Court's contracting and procurement work. In addition to performing a variety of contracting and procurement transactions, the incumbent is also responsible for monitoring the time and attendance activities of the Facilities Management Office personnel.

Specific duties include:

- Supervising a subordinate procurement staff and providing immediate general support and assistance to the Director of Facilities Management. Directing and coordinating a variety of contracting and acquisition activities for goods and services relating to office and IT supplies, furniture, computer, office and telecommunication equipment, court reporter services and any other contract services for which the Tax Court has need.
- Serving as contract specialist, performing all aspects of the contract procurement cycle to include coordination of the scope of work, formal advertising (invitation to bid), best value analysis, price negotiation, contract award, contract administration, and, if needed, contract termination.
- Determining the appropriate types of contracts, specific contract language, clauses and provisions to be included.
- Working with the Clerk and/or Clerk's Office managers and supervisors, assisting with

procurement planning to identify, within major operational programs, large-scale subsystems, components, equipment, and services required to be acquired through contract. Developing procurement objectives for functional programs in terms of competition and price projections, and, using pricing arrangements, subcontracting policy, bet-aside policies, and similar considerations, constructs the contractual vehicle. Preparing and maintaining current acquisition plans, appropriate milestone charts, and related schedules.

- Preparing determinations and findings and solicitation documents. Performing detailed analyses of all elements of cost in contractor proposals, and making competitive range determinations. Conducting pre-proposal conference(s) with prospective contractor(s) to arrive at a clear understanding of what is required under the proposed contract. Obtaining appropriate data from business and technical officials. Issuing necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses.
- Serving as lead negotiator. Planning the negotiation strategy, coordinating strategy with negotiation team and leading the negotiations conducted with contractors to develop the contract prices and terms. Preparing all documentation for the contract files such as determinations, justifications, and findings, small business program actions, bidder's lists, synopsis data, distribution of solicitations and sole source justifications. Evaluating offers or proposals, and determining bidder responsibility. Awarding the contract.

#### **QUALIFICATION REQUIREMENTS AT THE GS-13 GRADE LEVEL:**

**SCREEN OUT FACTOR (Required for employment consideration): Experience as a Contract Specialist for at least one year at the next lower grade level in Federal service, having served as a lead negotiator in developing contracts and in performing the full gamut of contracts and acquisitions activities to obtain goods and secure services. Expert knowledge and experience in the field of contracts and procurement activity must be clearly described in the application materials provided.**

**and**

**(1) At least 4-years experience in contracting or related positions. At least one year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills and abilities to successfully perform the work of this position; and,**

**(2) A 4-year course of study leading to a bachelor's degree conferred or approved by an accredited U.S. College or university. The course of study must have included or have been supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.**

**SPECIAL RATING FACTORS:** (Knowledge, Skills and Abilities required by this position)  
Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility:

1. Knowledge of the principles of acquisition planning sufficient to develop and implement a plan to procure a multi-year program or system involving successive program stages.
2. Knowledge of contract formulation, solicitation, administration and termination principles gained from practical experience with the Federal Acquisition Regulations (FAR) or Volume 14, Procurement, of the Guide to Judiciary Policy, preferably Volume 14. Direct experience should be in price/cost analysis techniques, contract type selection, methods, and techniques, and source selection techniques.
3. Skill in contract negotiation sufficient to meet and deal with high-level government, business and/or industry representatives.
4. In-depth experience performing all phases of procurement, to include formal advertising, negotiation and special or extraordinary provisions.
5. Skill with and experience in supervising subordinate contract and/or procurement staff.

**Basis of Rating:** Applicants must meet the Screen Out Factors and all of the Qualification Requirements at the GS-13 grade level as described above in order to be minimally qualified and further considered for the position. In addition, time-in grade requirements must be met within 30 days of the closing date of this announcement.

**Documents Required to Apply:** In order to be considered for the position, applicants **MUST** submit a cover letter stating the position to which they are applying and provide any supplemental information that may be necessary to address the screen out factors, qualification requirements and special rating factors as listed in this vacancy announcement. In addition, applicants **MUST** submit a resume or USTC-001 (available at [www.ustaxcourt.gov](http://www.ustaxcourt.gov)), but not both, that reflects how the applicant's background and experience correspond to the special rating factors listed in this announcement. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning applicant ratings.

**Additional Information:**

Employees will be required to complete a 52-week probationary period.

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

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. Not having registered with the selective service may disqualify an applicant from employment consideration.

Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the Tax Court.

The U.S. 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 all application materials explained in this vacancy announcement to:

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

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy announcement. To ensure that your application materials are received by the closing date of this vacancy posting, you may fax all application materials to (202)521-4568 or email all application materials to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). 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.**