

## POSITION VACANCY ANNOUNCEMENT

**Announcement No:** 14-14  
**Opening Date:** October 17, 2014  
**Closing Date:** October 30, 2014

**Position Title/Series/Grade:** Information Technology Specialist (Network)  
GS-2210-12

**Positions Available:** one

**Salary Range:** GS-12 \$75,621 - \$98,305

**Location:** United States Tax Court  
Washington, D.C.  
Office of Information Systems

**Area of Consideration:** U.S. Citizens  
(This is an excepted service, at-will position)

**Duties:** Serves on the staff of the Office of Information Systems working independently or as a member of a team in the operation, maintenance, and overall improvement of the Court's voice network and its computer network systems and services, including VoIP, video surveillance and access control; planning and delivery of customer support services, including installation, configuration, troubleshooting, and assistance in response to requests and requirements; and analysis and evaluation of computer technology and the assessment of its current and potential impact on the productivity of the Court. The position does require lifting and moving computer equipment up to 50 pounds as well as occasional physical effort while connecting and troubleshooting equipment. This may require the incumbent to use a ladder and work in a confined space to run cabling and wiring. The work will require frequent overnight travel using both air and ground transportation.

### Screen Out Factors:

Must be a U.S. Citizen;

If required, applicants must have registered with the Selective Service;

Applicants must have a current certification, as demonstrated by an active CISCO ID Card, in one or more the following areas: CCNP Voice, CCNP Security, CCNP Routing and Switching, or CCDP; and

Applicants must have a minimum of three years experience designing and maintaining a large network (at least 500 nodes).

## **Qualifications Required:**

Applicants must meet the OPM minimum qualifications standard and the Special Rating Factors listed below:

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

1. Knowledge of network management concepts, practices, and methods sufficient to troubleshoot and maintain LANs, WANs and VoIP networks.
2. Knowledge of, and skill in applying network operations, management, and maintenance methods and concepts, including configuring hubs, switches, and routers; monitoring network performance; performing network diagnostics; and installing network software fixes and upgrades.
3. Skill in troubleshooting and solving a variety of end-user problems, including problems with network connectivity, hardware, operating system, and application software and related issues.
4. Demonstrated skill providing information technology customer service.
5. Ability to communicate in writing with individuals internal and external to the Tax Court.

### **Qualification Requirements:**

Applicants must meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement.

**Specialized Experience:** Experience which is directly related to the basic duties of the position. Such experience must have equipped the applicant with the particular knowledge, skills, and abilities required for successful job performance.

**Basis of Rating:** This announcement contains screen-out factors (SOF) that are part of the minimum requirements of the position. Applicants who do not meet the SOF are ineligible for further consideration. Applicants who meet the SOF will be rated on an evaluation of their experience as it relates to the special rating factors.

**How Applications Will Be Rated:** Applicants will be rated using a Category Rating system. If they meet the eligibility and qualification requirements for this position, they will be rated on their possession of the special rating factors listed above. According to the extent and quality of experience, education, and training in relation to these competencies, applicants will be placed into one of the following categories:

**Best Qualified** - Meets the basic qualification requirements and has successful experience in the same or a similar job and has demonstrated superior proficiency in the special rating factors for

this position.

**Qualified** - Meets the basic qualification requirements.

**Documents Required To Apply:** In order to be considered for the position, applicants MUST submit a cover letter stating the position for which they are applying and providing any supplemental information that may be necessary to address the SOF and special rating factors 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. Finally, applicants must provide a copy of the active CISCO ID as set forth in the SOF. 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 makes the final determination concerning applicant ratings.

**Additional Information:**

Employees may 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 before appointment that he is registered with 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 Tax Court will provide reasonable accommodation to applicants with disabilities. Anyone needing a reasonable accommodation for any part of the application process should notify the Office of Human Resources. The decision on granting reasonable accommodation will be made case by case.

**Application of Preference Eligibles:** Preference eligibles will be placed above nonpreference eligibles within each rating category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

**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. **Veterans must provide documentation of**

**veterans' preference or military service (e.g., SF-15, DD-214), if applicable.**

**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 receipt of application materials by the closing date of this vacancy posting, all application materials may be faxed to (202) 521-4568 or emailed to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). For additional information, the Office of Human Resources can be reached at (202) 521-4700.

**FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN AN APPLICATION'S NOT BEING CONSIDERED.**

The United States Tax Court is an equal opportunity employer.