

## **TRIAL CLERK POSITION**

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.

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.**

No particular application form is required to apply to for this position.

For consideration you **MUST** submit the following documents to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov)

- A cover letter (stating date of availability),
- Resume
- Undergraduate transcript(s)

For further information regarding the application process contact the Office of Human Resources at 202-521-4700. Prospective candidates will be required to sit for a panel interview and will be required to travel to Washington, DC, at their own expense, for this purpose.