



**UNITED STATES TAX COURT
WASHINGTON, DC**

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Assistant General Counsel - GS-0905-14/15 This is a confidential position.
Announcement Number:	21-07A
Position Type:	Full-Time
Opening Date:	June 10, 2021
Closing Date:	Until Filled Applications will be reviewed every two weeks.
Annual Salary Range:	GS-14 (\$122,530 to \$159,286) GS-15 (\$144,128 to \$172,500) Starting salary is dependent upon qualifications, experience, and availability of funds.
Area of Consideration:	All U.S. Citizens and Nationals May Apply (This is an Excepted Service, at-will position)
Location:	Washington, D.C., Office of the Clerk of the Court
Supervisory:	No

POSITION SUMMARY

The Assistant General Counsel (AGC) supports the General Counsel (GC) in providing legal advice and assistance to the United States Tax Court. The AGC works under the general supervision of the GC but has a confidential working relationship with the Clerk of the Court, Judges, Special Trial Judges, and senior staff.

DUTIES

Duties of the position include, but are not limited to:

- Assist in providing legal and policy advice and recommendations, including written opinions,

on a broad spectrum of practice areas (e.g., appropriations, procurement, employment, tax law, and court procedures).

- Assist in providing advice and guidance on administrative, organizational, and management matters, including budgetary matters, legislation, ethics inquiries, and conduct complaints.
- Assist in evaluating activities and functions to assess compliance with laws, regulations, and contract provisions; identify deficiencies; and make recommendations to ensure compliance with legal and policy requirements.
- Assist in the preparation of documents memorializing Court policy.
- Assist in the representation of the Court and its judges in their official capacities in litigation, including drafting and reviewing pleadings, as well as coordinating with the Department of Justice and/or outside counsel on such matters.
- Support the Tax Court Rules and Admissions Committees and assist with other Court Committee work.

QUALIFICATIONS

Applicant must have excellent writing and interpersonal skills. The successful applicant will be highly motivated, exhibit sound judgment and creativity.

Education:

Applicant must possess a law degree (L.L.B or J.D.) from a law school accredited by the American Bar Association (ABA). Education must be obtained from an accredited institution recognized by the U.S. Department of Education. Foreign education must be reviewed by an organization recognized by the U.S. Department of Education. For special instructions pertaining to foreign education and a list of organizations that can evaluate foreign education, see [Department of Education](#). Applicant must provide a copy of transcripts from an accredited institution reflecting satisfaction of the education requirement. If selected, a candidate for this position will be required to provide official transcripts prior to entrance-on-duty.

Bar Membership:

Applicant must currently be an active member in good standing of the bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a federal court of general jurisdiction.

Post J.D. Experience: Applicant must possess at least four years of post J.D. experience working as an attorney.

Applicant must cite minimum qualifications, such as J.D. and bar membership information (institution name, state(s) for bar, and dates), on applicant's resume. Failure to do so will constitute an incomplete application. All qualification requirements must be met by the closing date of this announcement.

Preferred but not required:

- One year of specialized experience after graduation from law school, working as a practicing federal government lawyer providing legal advice in the areas of taxation, federal appropriations, procurement, employment, ethics, litigation, or general administrative or government operations law.
- Judicial clerkship experience and familiarity with the federal judicial system.

Special Ratings Factors (Knowledge, Skills, and Abilities):

- Demonstrate analytical, research, and oral and written communication skills of a high order, including oral communication with both individuals and groups and written communication through various written formats, such as memoranda, reports, and correspondence.
- General understanding of relevant practice areas, including appropriations; government contracts and procurement; employment; ethics; litigation; federal taxation; and other areas of law relevant to the Court's operations.
- Possess or develop an understanding of the Tax Court Rules of Practice and Procedure, the Code of Conduct for United States Judges, the Tax Court's Human Resources Manual, and the Court's internal operating procedures.
- Possess or develop a thorough understanding of the mission of the Court, as well as its personnel and organizational structure.
- Familiarity with the Guide to Judiciary Policy, the GAO Redbook, the Federal Acquisition Regulations, and the provisions of the Internal Revenue Code regarding the organization and procedures of the U.S. Tax Court (26 U.S.C. sec. 7441-7475).
- Demonstrate initiative and ability to work independently.

The full-performance level of this position is a GS-15. To become a GS-15, an employee must work at least 52 weeks at the next lower grade, must be fully successful in performance of the current position, and must show evidence of the ability to perform the duties of the next higher grade level. Promotion consideration is subject to the supervisor's discretion.

Conditions of Employment

- Applicant must be United States Citizen or National.
- Appointee must remain an active member in good standing of the bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a federal court of general jurisdiction.
- Employees are required to adhere to the *Code of Conduct for U.S. Tax Court Employees*.

- Employees of the United States Tax Court are considered “at-will” employees, and, as such, may be terminated with or without cause.
- Those who are required must abide by Selective Service registration requirements.
- Selection for this position is contingent on a favorable suitability determination and security background check, to include credit check, federal income tax check and criminal check. A candidate selected for this position must be current on his or her federal income tax obligations before employment with the Tax Court and must remain current while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A subsequent background reinvestigation or supplemental investigation may be required.
- All applicant information is subject to verification.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

HOW APPLICANT WILL BE EVALUATED

Ratings will be based on an evaluation of applicant’s experience as related to the duties of this position and the qualification requirements listed above. The application must provide detailed information demonstrating satisfaction of the qualification requirements. An application that does not provide the required information will not be evaluated beyond the basic screening process.

The Office of Human Resources (OHR) will determine whether an application satisfies the minimum qualifications. If the application satisfies the minimum qualifications for this position, the Court will then further evaluate the application to assess the quality, depth, and complexity of applicant’s relevant achievements, experience, and education.

REQUIRED DOCUMENTS

1. A resume that clearly demonstrates experience which meets the requirements of this position (do not include personally identifiable information such as social security number),
2. A supplemental written statement, not to exceed 5 pages, which provides a description of basic and specialized experience requirements,
3. A self-edited writing sample of 3 to 5 pages, and
4. The most recent Notification of Personnel Action, SF-50 (for current and former federal employees).

These application materials are due by 11:59 PM (ET) on the closing date of this vacancy announcement and must be submitted electronically in Adobe Acrobat PDF format to humanresources@ustaxcourt.gov.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

The United States Tax Court is an equal opportunity employer.