

**Job Announcement
Federal Emergency Management Agency
Office of Chief Counsel**

**OCC Job Announcement: GS 13-14 PLB Trial Attorney
Duty Station – Washington, D.C.**

OPENING DATE: October 15, 2024	CLOSING DATE: October 29, 2024
POSITION TITLE AND LEGAL DIVISION: Trial Attorney, within FEMA’s Office of Chief Counsel’s (OCC) Personnel Law Branch (PLB).	
SERIES, PAY PLAN, AND GRADE: GS-0905-13/14	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: The duty station is Washington, D.C. with eligibility for remote work if the incumbent’s residence of record is within 50 miles of HQ.	
POSITION SUMMARY AND IDEAL CANDIDATES: PLB has four GS-905-13/14 Trial Attorney vacancies located in Washington, D.C. PLB is responsible for providing advice on personnel issues and policies, and defending FEMA’s personnel actions and decisions in administrative hearings. The incumbent must be organized, have strong written and oral communication skills, excellent legal research and analysis skills, the ability to work independently, and the ability to represent the agency professionally both internally and externally.	
POSITION TYPE: This is a Title 5, excepted service position.	
DUTIES OF THE POSITIONS: <ul style="list-style-type: none">• Supporting the Department of Justice in developing and presenting litigation in the federal courts, or state and municipal courts.• Litigating cases before the Equal Employment Opportunity Commission, Merit Systems Protection Board, other administrative forums and alternative dispute resolution proceedings. Representing the Agency before the FLRA and in Union arbitrations.• Reviewing proposals and participating in negotiations and determinations for settlement of litigation, and recommending settlement of matters in accordance with agency, DHS, or OCC directives or policies.• Preparing documentary evidence and witness testimony in support of dispositive motions or trial; preparing declarations and affidavits and directing investigations for the purpose of developing additional evidence in pending litigation.• Preparing and providing trainings on various employment matters.• Reviewing and making recommendations on proposed employment actions.• Reviewing and making recommendations on legislation, regulations, or changes in existing policies, practices, and agency issuances to cure or eliminate problems.	

QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:

Minimum Requirements include:

- U.S. Citizenship,
- Ability to successfully pass a background investigation (public trust),
- Ability to obtain and maintain a government travel card,
- Selective Service registration for males born after 12/31/59,
- A graduate of a law school accredited by the American Bar Association,
- Membership in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico.
- Relevant experience or education that demonstrates the particular knowledge or skills that are essential to satisfactory performance in the particular position (*see* below for experience requirements).
- Agreement with “Every Employee is an Emergency Manager” requirement.

Minimum Experience: Applicants **must meet** the qualification requirements for the grade level to which they are applying by the closing date of this announcement.

You qualify for this position at the GS-13 level if you possess the requisite specialized experience and other qualifications:

At least two years of full-time professional legal experience gained after being admitted to the bar. The minimum two-year work experience requirement includes at least one year of specialized experience that is directly related to the position being filled. At least one of the years of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the GS-12 level. Specialized experience for this position includes:

1. Independently managing and litigating a heavy caseload of administrative cases;
2. Independently producing well-articulated legal opinions, memoranda, and briefs regarding complex legal issues; and
3. Evaluating proposed legislation and regulations and its effects on existing policies, programs and operations.

You qualify for this position at the GS-14 level if you possess the requisite specialized experience and other qualifications:

At least three years of full-time professional legal experience gained after being admitted to the bar. The minimum three-year work experience requirement includes at least two years of specialized experience that is directly related to the position being filled. At least one of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the IC-13 level. Specialized experience for this position includes:

1. Independently managing and litigating a heavy caseload of administrative cases;
2. Independently producing well-articulated legal opinions, memoranda, and briefs regarding complex legal issues; and
3. Evaluating proposed legislation and regulations and its effects on existing policies, programs and operations.

REQUIRED DOCUMENTS:

At the time of application, the applicants must submit a:

- Resume, no more than 5 pages in length, which includes their current pay grade and city of residence, AND
- Cover letter of 2 pages or less explaining their interest in and qualifications for the position.

Prior to the tentative job offer, the applicants must also provide:

- Proof of active membership of the Bar of the highest court of a state, the Commonwealth of Puerto Rico, or the District of Columbia.
- Up to three references, to include a current supervisor.
- Writing Sample, no more than 10 pages in length.

EQUAL OPPORTUNITY:

OCC is a diverse workplace, promotes equal opportunity, and welcomes all qualified applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

REASONABLE ACCOMMODATION:

Please contact the Hiring Manager listed below if you require a reasonable accommodation for the application process as soon as possible.

HOW TO APPLY:

Interested applicants should submit a resume and cover letter addressed to **Leigh Hoburg** via email at Leigh.Hoburg@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference that you are applying for the **Personnel Law Branch Trial Attorney** vacancy.

Please let us know in your email or cover letter where you saw this announcement.