

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Attorney-Advisor
Duty Station: FEMA Headquarters
Grade: GS/13-14

OPENING DATE: Monday, July 15, 2024

CLOSING DATE: Friday, August 2, 2024

POSITION TITLE AND LEGAL DIVISION:

Attorney-Advisor within FEMA's Office of Chief Counsel's (OCC), Procurement and Fiscal Legal Division (PFLD)

SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:

0905-Attorney-Advisor, GS/13-14. This means that OCC may fill the position at either the GS-13 or GS-14 level. An individual hired at the GS-13 level may later be promoted to the GS-14 level. The position has a full performance level of GS-14.

This is a public trust position and does not require a security clearance.

DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:

The duty station for this position is at FEMA Headquarters, Washington, D.C. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.

POSITION TYPE:

This is a Permanent Full Time (PFT) position in the Excepted Service.

POSITION SUMMARY AND IDEAL CANDIDATE:

PFLD seeks qualified applicants for the position of Attorney Advisor within the Procurement Law Branch (KLB). The successful candidate will serve under the immediate supervision of the Deputy Associate Chief Counsel for Procurement.

Candidates must have strong research, writing, and communication skills; the ability to work independently and as part of a team; and the ability to represent the agency at a high level both internally and externally. The ideal candidate will have proficiency in legal research methods, including familiarity with online legal databases and other agency resources. The ideal candidate will have the ability to communicate legal advice clearly and effectively, and have experience reviewing documents for legal sufficiency. Experience in fiscal and procurement law is highly preferred.

DUTIES OF THE POSITION:

- Provide legal advice on acquisitions and procurements.

- Review solicitation packages, statements of work, contract specifications, and other contract documents for clarity and legal sufficiency.
- Participate as counsel on source selections; provide oral and written advice on pre-award procurement issues such as the adequacy of solicitations, sole source awards, mistakes in bids, and agency protests.
- Represent FEMA in bid protests filed before the Government Accountability Office, contract appeals filed before the Civilian Board of Contract Appeals, and assist the Department of Justice when appeals are filed before the United States Court of Federal Claims or the Court of Appeals for the Federal Circuit.
- Research and analyze applicable laws and regulations, and provide interpretations of those laws and regulations to senior FEMA officials.
- Provide training on procurement law.

QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:

Minimum Requirements include:

- U.S. Citizenship.
- J.D. or LL.B. degree from an ABA accredited law school.
- An active membership, in good standing, of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- 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.
- Agreement with Every Employee is an Emergency Manager requirement.

Minimum Experience:

GS-13: Two years of professional legal experience of which a minimum of one year of specialized experience. Specialized experience for this position includes:

- Demonstrating experience in providing legal advice on procurement/contracting issues;
- Handling legal problems including statutory interpretations, development of legislative proposals, preparing legal documents;
- Reviewing documents for legal soundness and accuracy sufficient for accomplishment of difficult, complex and varied legal work;
- Handling litigation; and
- Developing and presenting training on procurement/contracting issues, and fiscal/appropriations issues.

You qualify for this position at the GS-14 level if you possess the following experience by the closing date of this announcement:

- At least three years of full-time professional legal experience gained after being admitted to the bar, including at least two years of specialized experience that is directly related to the position being filled.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

- Cover letter explaining their interest in the position and how their experience will make them an outstanding attorney-advisor for PFLD.
- Resume
- Writing Sample (No more than 10 pages)

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

- References

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.

FINANCIAL DISCLOSURE:

Annual financial disclosure is required.

HOW TO APPLY:

Interested applicants should send an email to: erik.claudio@fema.dhs.gov containing a cover letter explaining their interest in the position, resume, writing sample, and specifying the grade (GS-13 or 14) they are applying for.

Deadline for applications is **5:00 pm EDT, August 2, 2024.**