

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Paralegal Specialist
Duty Station: FEMA Headquarters
Grade: IC-0950-11/12 (GS Equivalent Grade)

OPENING DATE: Wednesday, May 15, 2024

CLOSING DATE: Friday, May 31, 2024

POSITION TITLE AND LEGAL DIVISION:

Paralegal Specialist (Suspension and Debarment), within FEMA's Office of Chief Counsel's (OCC), Procurement and Fiscal Law Legal Division (PFLD)

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

0950-Paralegal Specialist, IC-11/12. This means that OCC may fill the position at either the IC-11 or IC-12 level. An individual hired at the IC-11 level may later be promoted to the IC-12 level. The position has a full performance level of IC-12.

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 temporary, Cadre of On-Call Response/Recovery Employee (CORE) position. CORE appointment in the excepted service at the IC-11 or 12 level, not to exceed 2 years, with the option to extend based on workload and funding availability. PFLD may fill the position at either the IC-11 or IC-12 level. An individual hired at the IC-11 level may later be promoted to the IC-12 level. The position has a full performance level of IC-12. Applicants must meet the qualifications requirements for the grade level to which they are applying by the closing date of this announcement.

POSITION SUMMARY AND IDEAL CANDIDATE:

PFLD seeks qualified applicants for the position of IC-0950-11/12 (GS equivalent grade) CORE Paralegal Specialist to work in FEMA's Suspension and Debarment (S&D) Program. S&D actions are at the forefront of FEMA's efforts to prevent fraud, waste, and abuse.

This position will focus on administrative actions governed by the Nonprocurement Common Rule (NCR), 2 Code of Federal Regulations (CFR) Part 180 and the Federal Acquisition Regulation, Subpart 9.4 (FAR), 48 CFR Subpart 9.4.

The successful candidate will serve as a Paralegal Specialist under the immediate supervision of the Suspension and Debarment Director (SDD).

Candidates must have strong writing and communication skills; the ability to collaborate with OCC colleagues, program partners, and other outside entities; and the ability to work independently.

Candidates applying for this position should also demonstrate research and project management skills. Candidates must exhibit strong ethical character and discretion.

Experience in federal procurement, nonprocurement programs, suspension and debarment, and federal grant programs is preferred.

DUTIES OF THE POSITION:

- Drafting regular and reoccurring written administrative action recommendations and justifications in the form of memorandum, notices, and other documents based upon the NCR and FAR, as well as general business practices, ethics and integrity concepts/rules, and compliance concepts as they relate to procurement and nonprocurement transactions for the SDD's review.
- Preparing documentation, exhibits, correspondence, and files in support of administrative proceedings.
- Investigate/verify critical case information from online databases and news-sources.
- Enter data into: the General Services Administration's System for Award Management (SAM.gov), the Federal Awardee Performance and Integrity Information System (FAPIS), the Department of Homeland Security's Suspension and Debarment Case Management System (SDCMS), and S&D program SharePoint pages and excel spreadsheets.

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,
- Agreement with Every Employee is an Emergency Manager requirement.

Minimum Experience:

You qualify for this position at the IC-11 level if you possess one year of specialized experience of the following by the closing date of this announcement:

- Drafting routine legal documents or correspondence
- Responding to legal inquiries from clients;
- Arranging logistics for hearings;
- Assist with conducting data entry to docket cases;
- Conduct legal research.

You qualify for this position at the IC-12 level if you possess the following experience by the closing date of this announcement:

- The IC-11 requirement plus one additional year of full-time professional paralegal experience.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

- Resume, and
- Cover letter explaining their interest in the position and how their experience will make them an outstanding Paralegal Specialist for S&D.

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.

HOW TO APPLY:

Interested applicants should send an email to: ariel.rayman@fema.dhs.gov with the subject line “S&D CORE Paralegal Specialist” containing a resume and cover letter explaining their interest in the position, how their experience will make them an outstanding candidate, and specifying the grade (IC-11 or 12) they are applying for.

Deadline for applications is **5:00 pm EDT, May 31, 2024.**