

Job Announcement

Federal Emergency Management Agency, Office of Chief Counsel

Position Title: Two Attorney Advisor Positions

Duty Station: FEMA Region 2, Puerto Rico Joint Recovery Office (Guaynabo, Puerto Rico)

Grade: IC-14

OPENING DATE: Monday, May 10, 2024	CLOSING DATE: Monday, May 24, 2024, by 11:59 PM ET
POSITION TITLE AND LEGAL DIVISION: Two attorney advisor positions located at the Puerto Rico Joint Recovery Office within FEMA's Office of Chief Counsel's (OCC) Regional & Field Operations Legal Division (RFOLD)	
SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL: 0905-attorney-advisor, IC-14. Salary is equivalent to that of a GS-14. Each position has a full performance level of an IC-14. These are public trust positions and do not require a security clearance. Occasional travel may be required.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: The positions have a duty station of Guaynabo, Puerto Rico and are not eligible for remote work. These positions are eligible for telework pursuant to FEMA policy.	
POSITION TYPE: These are Cadre of On-Call Response/Recovery Employee (CORE) positions. These are temporary appointments in the Excepted Service, not to exceed two (2) years, with the option to extend based on workload and funding availability.	
POSITION SUMMARY AND IDEAL CANDIDATE: RFOLD has two vacant attorney advisor positions at its Puerto Rico Joint Recovery Office. The successful candidates will serve under the immediate supervision of the supervisory attorney advisor at the PR JRO. The ideal candidate must have strong written and oral communication skills; excellent legal research and analysis skills; the ability to work independently; and demonstrated experience advising on complex and difficult legal or factual questions involving agency initiatives, operations, programs, and policies. Experience advising on complex public assistance projects, insurance law, procurement under grants, and individual assistance is preferred but not required.	
DUTIES OF THE POSITION: <ul style="list-style-type: none">Supporting the supervisory attorney advisor in advising the Federal Disaster Recovery Coordinator, management, and other members of the PR JRO on all of FEMA's Stafford Act program responsibilities and a wide variety of mission support areas.Independently analyzing and interpreting FEMA's statutory authorities, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5121-5207 and other relevant laws, regulations, policies, and Executive Orders.	

- Providing solution oriented, articulate, legally sufficient, and timely written and oral legal advice on a wide range of matters involving difficult legal or factual questions.
- Informing the PR JRO of new developments in the law, as well as the status of cases and matters relevant to regional operations.

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

Minimum Experience:

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

- Applicants must have at least three (3) years of full-time legal experience. Legal experience means experience in which the candidate's job duties required the provision of legal advice or representation, and which required the candidate to be an active member in good standing of the Bar of any state or territory, or the District of Columbia.
- Applicants must have at least two (2) years of specialized experience that is directly related to the line of work of this position, which has equipped the applicant with knowledge, skills, and abilities to successfully perform the duties of the position. 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.
 - Attorneys at the IC-13 level are mid-level attorneys that perform substantive work on moderately complex, novel, or significant matters; have excellent writing skills, conduct demanding legal analysis, draft and review motions, subpoenas, complaints, memoranda, and comparable legal documents; possess strong communication skills; contribute to tactical and legal policy decisions; be able to assume some supervisory role over legal interns, and IC-11/12 attorneys, or non-attorney staff on a project-specific basis; and require only moderate level of supervision or review of written work product.

Specialized experience for this position includes:

- Independently analyzing and interpreting federal and state statutes, regulations, and policies; Executive Orders; and judicial and administrative decisions in the course of rendering advice.
- Working in one or more of the following areas: administrative law, personnel law; fiscal law; procurement; grants management; environmental law; floodplain management and hazard mitigation; disaster response and recovery; environmental and historic preservation laws, and emergency

preparedness. experience providing legal advice and/or representation on complex administrative law, personnel law; fiscal law; procurement; grants management; environmental law; floodplain management and hazard mitigation; disaster response and recovery; environmental and historic preservation laws, and emergency preparedness.

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 attorney advisor at the Puerto Rico Joint Recovery Office.

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

- Proof of bar admission
- Law school transcript from an accredited law school

OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:

The incumbent to this position will be required to train for and attain qualification as a disaster field attorney. In addition, every FEMA employee has regular and recurring emergency management responsibilities. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee’s official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

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 to Scott Dowling via email at occ-rfold-regions@fema.dhs.gov by the closing date of this announcement. The subject line of the email should state that you are applying for one the Puerto Rico Joint Recovery Office attorney advisor positions.

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