

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Attorney Advisor
Duty Station: FEMA Region 8 (Denver, Colorado)
Grade: IC-13/14 (Equivalent to that of a GS-13/14)

OPENING DATE: Friday, November 17, 2023	CLOSING DATE: Friday, December 8, 2023, by 11:59 PM ET
POSITION TITLE AND LEGAL DIVISION: Attorney Advisor for FEMA Region 8, within FEMA's Office of Chief Counsel's (OCC) Regional & Field Operations Legal Division (RFOLD)	
SERIES, PAY PLAN, AND GRADE: 0905-Attorney-Advisor, IC-13/14. Salary is equivalent to that of a GS-13/14. This means that OCC may fill the position at either the IC-13 or IC-14 level. An individual hired at the IC-13 level may later be promoted to the IC-14 level. The position has a full performance level of IC-14.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: This position has a duty station of Denver, Colorado. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.	
POSITION TYPE: This is a Cadre of On-Call Response/Recovery Employee (CORE) position. This is a temporary appointment 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 seeks qualified applicants for the position of Attorney Advisor for FEMA Region 8. FEMA Region 8 serves Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming. The successful candidate will serve under the immediate supervision of the Regional Counsel. Candidates must have strong research, writing, and communication skills; the ability to work independently; and the ability to represent the agency at a high level both internally and externally. The ideal candidate would have specialized legal experience in areas of emergency management to include the Stafford act, FEMA programs such as response and recovery, and the delivery of federal disaster assistance. In addition, an ideal candidate also would have experience in fiscal law; procurement; grants management; environmental law; floodplain management; and hazard mitigation. Experience advising on complex public assistance projects, individual assistance, and hazard mitigation issues is preferred.	
DUTIES OF THE POSITION: <ul style="list-style-type: none">Supporting the Regional Counsel in advising the Regional Administrator, regional management, and other members of the regional offices 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 § 5121-5206 and other relevant laws, regulations, policies, and Executive Orders and 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.
- Independently advising and coordinating within OCC on legal issues including, but not limited to, disaster preparedness, response, recovery, and mitigation; flood insurance and floodplain management; procurement; contracts; grants; personnel; environmental and historic preservation; property; finance; financial management; claims; freedom of information; privacy; ethics; training and education; and administrative procedure issues.
- Informing the Region 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-13 level if you possess the following experience:

- Applicants must have at least two (2) 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 one (1) year of specialized experience that is directly related to the line of work of this position, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and must be at a level of difficulty and responsibility to that of an attorney at the IC-12 level.
 - Attorneys at the IC-12 level are relatively junior attorneys that perform substantive work on basic to moderately complex assignments; have solid writing skills, conduct original research, and demonstrate strong legal analysis; have effective communication skills; contribute to decisions about legal strategy; and require supervision and review of written product by a supervisor or higher-grade attorney.

You qualify for this position at the IC-14 level if you possess the following experience:

- 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 for FEMA Region 8.

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 reference that you are applying for the Attorney Advisor for FEMA Region 8 position. Please let us know in your email or cover letter where you saw this announcement.