

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

**OCC Job Announcement: IC-13/14 CORE Deployable Field Counsel Positions
Duty Station - Various**

OPENING DATE: Wednesday, February 14, 2024	CLOSING DATE: Wednesday, February 28, 2024, by 11:59 PM ET
POSITION TITLE AND LEGAL DIVISION: CORE Deployable Field Counsel, 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.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: The duty station is flexible and is typically co-located with the incumbent’s residence.	
POSITION SUMMARY AND IDEAL CANDIDATES: RFOLD has THREE NEW positions on its team of Deployable Field Counsel (DFC) who deploy to FEMA’s Joint Field Offices (JFOs) and other field locations to provide on-scene or virtual legal support to Federal Coordinating Officers and FEMA program staff. The incumbents will report to one of the Deputy Associate Chief Counsels for Field Operations. The incumbents 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. The incumbents must be available for extensive deployments and should expect to be physically deployed up to 300 days per year.	
POSITION TYPE: This is a Cadre of On-Call Response/Recovery Employee (CORE) position.	
DUTIES OF THE POSITIONS: <ul style="list-style-type: none"> • Assist the DACC-RO and Regional Counsel (RC) teams in advising FEMA regions, recovery offices, and the field on FEMA’s Stafford Act and programmatic responsibilities. • Analyze and interpret FEMA’s statutory authorities under the Stafford Act, Homeland Security Act, National Flood Insurance Act, and other relevant laws, regulations, executive orders, and policies. • Provide legal advice related to government-wide laws and regulations, such as fiscal law, environmental and historic preservation laws, the Privacy Act, Freedom of Information Act, Federal Travel Regulations, and other relevant laws, regulations, and executive orders. • Provide legal advice on FEMA’s implementation of its mission support and program responsibilities. • Coordinate closely with other FEMA attorneys to ensure accuracy and consistency of legal advice. • Review decisions, documents, agreements, and correspondence received or generated by the JFO that may have legal implications. • Coordinate with attorneys of other federal agencies, as well as state and local government attorneys. • Serve as an ethics attorney, providing training and guidance on the Standards of Conduct applicable to federal employees as implemented by 5 CFR Part 2635. 	

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: 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 IC-13 level if you possess the requisite specialized experience and other qualifications:

- 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 knowledge, skills, and abilities to successfully perform the duties of the position and must be at a level of difficulty and responsibility equivalent to that of an attorney at the IC-12 level. Specialized experience for this position includes:
 - Independently analyzing and interpreting federal and state statutes, regulations, policies, Executive Orders, and judicial and administrative decisions while rendering legal advice.
 - Working in one or more of the following areas: administrative law, personnel law, fiscal law, procurement, grants management, environmental law, floodplain management, 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, hazard mitigation, disaster response and recovery, environmental and historic preservation laws, and emergency preparedness.

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

- 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. Specialized experience for this position includes:

- o Independently analyzing and interpreting federal and state statutes, regulations, policies, Executive Orders, and judicial and administrative decisions while rendering legal advice.
- o Working in one or more of the following areas: administrative law, personnel law, fiscal law, procurement, grants management, environmental law, floodplain management, hazard mitigation, disaster response and recovery, environmental and historic preservation laws, and emergency preparedness.
- o Experience providing legal advice and/or representation on complex administrative law, personnel law, fiscal law, procurement, grants management, environmental law, floodplain management, hazard mitigation, disaster response and recovery, environmental and historic preservation laws, and emergency preparedness.

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.
- Law school transcript from an ABA accredited law school.

OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:

The incumbents 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 addressed to **Field Ops Hiring Panel** via email at: OCC-DACCs-FO@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference that you are applying for the **Deployable Field Counsel** vacancies.

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