

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

OPENING DATE: Wednesday, February 7th, 2024

CLOSING DATE: Monday, February 26th, 2024, by 11:59PM ET

POSITION TITLE AND LEGAL DIVISION:

Attorney Advisor for the Environmental and Historic Preservation, Risk Management and Mitigation (ERM) team within FEMA's Office of Chief Counsel's (OCC) Resilience Legal Division (RLD)

SERIES, PAY PLAN, AND GRADE:

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.

DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:

This position has a duty station of Washington, DC. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.

POSITION SUMMARY AND IDEAL CANDIDATE:

RLD seeks qualified applicants for an attorney advisor vacancy in the Environmental Planning and Historic Preservation, Risk Management and Mitigation Branch to focus on Environmental Planning and Historic Preservation. RLD advises Resilience and this position will advise the Office of Environmental Planning and Historic Preservation (OEHP) as well as other program offices. The successful candidate will serve as an attorney under the immediate supervision of the Deputy Associate Chief Counsel for Environmental Planning and Historic Preservation, Risk Management and Mitigation. Candidates must have experience in environmental law, strong research, writing, problem solving and communication skills; good interpersonal skills and the ability to collaborate with other OCC attorneys, program partners and other outside entities; the ability to work independently; and the ability to represent the agency.

The ideal candidate would have specialized legal experience in the area of environmental law. In addition, an ideal candidate would have experience with federal grant programs, fiscal law, grants management, floodplain management, and hazard mitigation. Experience advising on complex environmental issues is preferred.

DUTIES OF THE POSITION:

- Advising FEMA Program offices and the Office of Environmental Planning and Historic Preservation on topics including but not limited to the following:
 - National Environmental Policy Act compliance
 - Endangered Species Act compliance
 - National Historic Preservation Act compliance
 - Interpreting the FEMA Directive and Instruction on Environmental Compliance
 - Executive Orders 11988, 13690, 11990 and 12898
 - Coastal Zone Management Act
 - Coastal Barrier Resources Act
- Serving on the Unified Federal Review workgroup and steering group with other Federal agencies.
- Serving as a liaison to other OCC divisions, including but not limited to the Regulatory Affairs Division (to publish new and revised rules); Regional Counsel; Legal Counsel and Ethics Division (legislative, technical drafting assistance, and ethics issues); Procurement and Fiscal Law Division (appropriations issues, fund management, and procurement); Mission Support Division (privacy, information sharing, FOIA); and Response and Recovery Legal Division (disaster relief assistance).
- Supporting interagency engagements with the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, the Advisory Council on Historic Preservation, State Historic Preservation Offices, the Council on Environmental Quality, and others.
- Supporting general RLD/OCC projects and initiatives.

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 GS-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 GS-12 level.
 - Attorneys at the GS-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 GS-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 GS-13 level.
 - Attorneys at the GS-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 GS-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 environmental statutes, regulations, and policies; Executive Orders; and judicial and administrative decisions in the course of rendering advice.
- Experience providing legal advice or representation on complex matters in environmental and historic preservation law; grants management; floodplain management and hazard mitigation; disaster response and recovery; and administrative law.

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 supporting ERM and RLD.

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

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

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 Amy Weinhouse by email at amy.weinhouse@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference that you are applying for the Environmental Attorney position supporting ERM and RLD.