

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

**Position Title: Attorney-Advisor  
Duty Station: FEMA HQ, Washington, DC  
Grade: IC-12/13/14**

<b>OPENING DATE: Oct. 25, 2024</b>	<b>CLOSING DATE: Nov. 8, 2024 by 11:59 PM ET</b>
<b>POSITION TITLE AND LEGAL DIVISION:</b> Attorney Advisor for Grant Programs Directorate, FEMA Office of Chief Counsel (OCC), Resilience Legal Division.	
<b>SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:</b> 0905-Attorney-Advisor, IC-12/13/14. Salary is equivalent to that of a GS-12/13/14. This means that OCC may fill the position at either the IC-12, IC-13, or IC-14 level. An individual hired at the IC-12 level may later be promoted to the IC-13 level, and 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-12/13/14. This is a public trust position and does not require a security clearance. Occasional travel may be required.	
<b>DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:</b> The position has a duty station at FEMA HQ in Washington, DC. This position is <b>not</b> eligible for remote work, as defined by FEMA policy. This position is eligible for telework pursuant to FEMA policy.	
<b>POSITION SUMMARY AND IDEAL CANDIDATE:</b> FEMA OCC's Resilience Legal Division (RLD) seeks a CORE IC-12/13/14 attorney to advise FEMA's Grant Programs Directorate (GPD) ( <a href="#">Grant Programs Directorate   FEMA.gov</a> ). RLD is looking for an attorney who is a fast learner, adaptable, team player, and self-starter. Ideal candidates should have strong core legal skills; strong oral and written communication skills; and are comfortable working on a small team in a fast-paced environment with a diverse portfolio. In these positions, attorneys have the opportunity to learn and be mentored on a broad and complex grants portfolio over at least the first 6 months to 1 year, with opportunities to directly engage with Senior Executives. This will empower the attorneys to help build and grow the practice long-term. This is an excellent opportunity for candidates looking for a long-term commitment on a great team.	
<b>DUTIES OF THE POSITION:</b> If selected, the attorney would work on the grants legal team and be expected to: <ul style="list-style-type: none"><li>• Be strategic (help our clients solve problems with a lasting impact);</li><li>• Be bold (give feedback and raise concerns with leadership, colleagues, and clients);</li><li>• Help the public and the nation prepare for the worst possible days;</li><li>• Work collaboratively with grants legal team members, other OCC divisions, and other federal agency attorneys;</li></ul>	

- Engage directly with and advise political and Senior Executive Service client leadership;
- Attend and advise GPD on meetings or communications with the Department of Homeland Security, the Office of Management and Budget, and Congress;
- Collaborate with the FEMA Regions and field regarding procurement under grants matters;
- Influence client outcomes to ensure legal sufficiency;
- Help maintain strong relationships with partners and stakeholders, including:
  - DHS Office of General Counsel;
  - DHS Office of the Inspector General; and
  - State, local, tribal, and private sector stakeholders;
- Assist with legislative drafting and responses to inquiries from Congress;
- Maintain and organize legal advice, including through use of technology; and
- Provide training on grants management requirements and program authorities to internal and external stakeholders.

The RLD's grants team is small, but the responsibilities are great: the grants team helps ensure the integrity of FEMA's \$2.3+ billion in annual non-disaster grant awards; serves as subject matter experts on grants management for FEMA's over 40 federal assistance programs, including the buildout of the new FEMA GO system and issuance of Agency-wide grants management policy; and helps GPD clients produce better solutions to improve preparedness for the public and the nation.

For the IC-12/13/14 CORE Attorney, a majority of the work will focus on Agency-wide grants management matters, including advising on OMB's governmentwide grants regulations in Title 2 of the Code of Federal Regulations, particularly 2 CFR Part 200. This includes advising on the buildout of a FEMA's new grants management system FEMA GO, reviewing new and updated FEMA grant-related policies and guidance, and liaising with several other legal divisions and program offices within FEMA. As needed, the attorney will also work with FEMA staff in support of GPD's Procurement Disaster Assistance Team (<https://www.fema.gov/grants/procurement>) to provide guidance on procurement under grants regulations.

**QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:**

Applicants must meet the qualifications requirements for the grade level to which they are applying by the closing date of this announcement.

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

**Minimum Experience:**

For the purposes of this announcement 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.

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

- One year of full-time professional legal experience gained after being admitted to the bar of a U.S. state, territory, or the District of Columbia;
- A second professional law degree (LL.M.) which requires one full year of graduate study, in addition to a J.D. from an ABA accredited law school; OR
- Evidence of exceptional academic achievement as demonstrated by one of the following:
  - Academic standing in the upper quarter of the law school graduation class;
  - Work or achievement of significance on one of his or her law school's law reviews;
  - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - Winning of a moot court competition or membership on the moot court team which represents the law school or in competition with other schools;
  - Full time or continuous participation in a legal aid program (as opposed to one-time, intermittent, or causal participation); or
  - Significant law clerk experience with a law firm, federal judge, U.S. Attorney's or Federal Public Defender's Office, federal agency, or public sector agency.

**You qualify for this position at the IC-13 level if you possess the following experience by the closing date of this announcement:**

- 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 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,
- Writing sample, and
- Cover letter explaining interest in the position and how experience will make them an outstanding Attorney-Advisor within FEMA’s Office of Chief Counsel (OCC), Resilience Legal Division, Grants, advising the FEMA Grant Programs Directorate.

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

- Proof of current bar admission
- Law school transcript from an American Bar Association accredited law school

**OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:**

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.

**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.

**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, cover letter, and writing sample to Anthony DeFelice via email at [anthony.defelice@fema.dhs.gov](mailto:anthony.defelice@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, FEMA OCC, RLD-Grants position.

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