

**FLOOD INSURANCE AND FUND MANAGEMENT BRANCH,
RESILIENCE LEGAL DIVISION**

Washington DC (telework eligible)
Attorney-Advisor, GS-13/14
Closes January 5, 2024

The Flood Insurance and Flood Management Branch (FIFM) has one position for an Attorney-Advisor to provide advice on all aspects of flood insurance for the National Flood Insurance Program (NFIP). The NFIP is a fast-paced complex federal program that sells flood insurance nationwide and is in the process of innovating through developing new flood insurance forms and working with Congress on long-term reforms, to include a means-tested affordability program, a sound financial framework, higher flood coverage and a multi-year reauthorization of the NFIP.

Candidates must have exceptional writing and analytical abilities, good judgment, excellent team building skills, and a passion for public service.

Minimum Requirements:

- (a) U.S. Citizenship;
- (b) Ability to successfully pass a background investigation;
- (c) Selective Service registration for males born after 12/31/59;
- (d) Agreement to accept an incident management or incident support assignment;
- (e) Membership in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico;
- (f) A graduate of a law school accredited by the American Bar Association;
- (g) Relevant experience or education that demonstrates the particular knowledge or skills that are essential to satisfactory performance in the particular position (see below for experience requirements); and
- (h) Agreement with Every Employee is an Emergency Manager (EEEM) requirement.

To qualify for this position at the GS-13 level, you must demonstrate:

Applicants must have at least two (2) years of full-time legal experience. Legal experience means experience in which the applicant'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 GS-12 level. Specialized experience for this position includes:

- Independently producing well-articulated legal opinion, memoranda, briefs, and/or decisions regarding complex legal matters; and
- Exercising excellent oral and written communication skills with a wide variety of internal and external stakeholders.

To qualify for this position at the GS-14 level, you must demonstrate:

At least three years of full-time professional legal experience gained after being admitted to the bar. The minimum three-year work experience requirement includes at least two years of specialized experience in the federal government, a state or local government, a non-profit organization, or the private sector,

equivalent to at least the next lower grade of federal service. Specialized experience for this position includes:

- Independently managing and/or litigating administrative cases;
- Independently producing well-articulated legal opinions, memoranda, briefs, and/or decisions regarding complex legal matters; and
- Exercising excellent oral and written communication skills with a wide variety of internal and external stakeholders.

Location: National Capital Region (DC)

Work Schedule: This position is eligible for some telework.

Position: Permanent, Full-Time

How to Apply:

Interested candidates should submit the following items via email to Barbara Montoya (Barbara.montoya@FEMA.dhs.gov) by 5pm EST, January 5, 2024:

- Resume that summarizes work experience relevant to the required experience
- A brief statement of interest – outlining why you are interested in this opportunity