

**VACANCY ANNOUNCEMENT – FEMA Regional & Field Operations Legal Division (RFOLD)**

**Please see information at the bottom of this announcement for application instructions.**

**OCC LEGAL AFFAIRS CADRE COORDINATOR – IC-14, Washington, D.C.\***

\*The duty station for this position is Washington, D.C., however, due to the unique nature of RFOLD, we may consider other FEMA fixed facilities.

RFOLD cannot guarantee that another fixed facility will accept serving as a duty station for an OCC attorney.

FEMA seeks an organized, responsive, and collaborative attorney to serve as its OCC Legal Affairs Cadre Coordinator. FEMA Cadres are diverse groups of FEMA employees organized by operational or programmatic functions and FEMA Qualification System (FQS) positions that perform disaster-related duties on-scene during FEMA incident operations. As the OCC Legal Affairs Cadre Coordinator, the incumbent is responsible for the operational readiness of the OCC Legal Affairs Cadre. This includes staffing the cadre, equipping individual members of the cadre with mission appropriate equipment, overseeing collective and individual training requirements, qualifying cadre members in their specific FQS job title, deploying OCC personnel, recommending cadre Coach/Evaluators and Instructors, serving as Coach/Evaluator to mentor and review the work of cadre members while deployed, and ensuring optimal deployment availability. In addition, the Cadre Coordinator represents OCC's needs and challenges to the Field Operations Directorate, especially in reviewing policies and directives that might affect OCC operations in the field and regions. There is much coordination and collaboration between cadres, and the incumbent works with counterparts across cadres to promote the needs and concerns of field employees and personnel while ensuring that OCC sensitivities and interests are considered. The Cadre Coordinator is also responsible for content development and delivery of OCC's annual Introduction to Field Operations and Advanced Field Operations/Mission Rehearsal Training courses and supervises OCC's five Reservist attorneys.

The successful candidate must be organized, have strong written and oral communication skills, excellent legal research and analysis skills, the ability to work independently, the ability to represent the agency professionally both internally and externally, and the willingness to travel to disaster locations as needed throughout the year. The successful candidate is required to attain qualified status in an OCC FQS title, and become a Coach/Evaluator, preferably within a year. The successful candidate is required to become an adjunct ethics counselor. There may be other duties assigned in conjunction with those currently identified.

The candidate must be a member in good standing of the Bar of a state, the District of Columbia or Puerto Rico, and have at least three years of post-Bar legal experience with at least one year of that experience equivalent to the GS-13 level. This is a Public Trust position.

This position is a Cadre of On-Call Response/Recovery Employees (CORE) position. This is a temporary appointment in the Excepted Service, not to exceed two years, with the option to extend based on workload and funding availability.

Interested applicants should send an email addressed to DACCs-FO Hiring Panel at [occ-daccs-fo@fema.dhs.gov](mailto:occ-daccs-fo@fema.dhs.gov), with the subject line "OCC Legal Affairs Cadre Coordinator Application" containing a resume of 5-pages or less and a cover letter of 2-pages or less explaining their interest in the position and how their experience will make them an outstanding OCC Legal Affairs Cadre Coordinator. The deadline to submit applications is 5:00 pm Eastern, Wednesday, April 3, 2024.