

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

OPENING DATE: March 19, 2024

CLOSING DATE: April 2, 2024

POSITION TITLE AND LEGAL DIVISION:

Attorney Advisor advising the Office of Resilience Strategy 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. This position has a full performance level of GS-14.

DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:

This position has a duty station of Washington, D.C. 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 candidates for an attorney advisor vacancy to focus on advising the Office of Resilience Strategy (ORS). RLD advises Resilience and this position will be embedded within ORS whose mission is to develop long-term strategic goals that position Resilience for future success, coordinate implementation of those goals, evaluate progress, and continuously improve. ORS is led by an Assistant Administrator (SES) and is currently comprised of six distinct branches, including such focus areas as climate resilience, interagency coordination, continuous improvement, and research and analysis. The attorney in this position will be under the immediate supervision of the Deputy Associate Chief Counsel for Preparedness and Continuity. Candidates must have exceptional writing and analytical abilities, good judgment, excellent team building and interpersonal skills, and an 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 experience with administrative law, fiscal law, grants management, and/or environmental law. Experience with federal ethics law is also preferred.

DUTIES OF THE POSITION:

- Advising the Office of Resilience Strategy on topics including but not limited to the following:
 - The Stafford Act
 - Homeland Security Act
 - Post-Katrina Emergency Management Reform Act
 - National Flood Insurance Act

- Federal Advisory Committee Act
 - Paperwork Reduction Act
- Providing legal advice related to government-wide laws, regulations, and policy, such as fiscal, personnel, and environmental laws.
- Reviewing policy guidance developed by ORS for legal sufficiency, including the National Resilience Guidance and Resilience Results Framework.
- Coordinating with other OCC divisions on cross-divisional initiatives such as the implementation of Community Disaster Resilience Zones (CDRZ) and use of Artificial Intelligence in Resilience programs.
- Advising on equity-related policy initiatives and FEMA's statutory authorities to address equity across Resilience programs.
- Serving as an ethics attorney, providing training and guidance on the Standard of Conduct applicable to federal employees as implemented by 5 C.F.R. Part 2635.
- Supporting FEMA's engagement with other federal agencies and non-federal partners such as through the Mitigation Framework Leadership Group (MitFLG) and Federal Interagency Thriving Communities Network.
- 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; 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 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, fiscal law, grants management, environmental law, and ethics.
- Experience providing legal advice and/or representation on complex administrative law, fiscal law, grants management, environmental law, and/or ethics.

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 ORS and RLD.

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

- Proof of bar admission
- Law school transcript from an ABA 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 **Brittany Aldredge by email at Brittany.alredge@fema.dhs.gov** by the closing date of this announcement. The subject line of the email should reference that you are applying for the Strategy Attorney position supporting OCC RLD.