

**Attorney-Advisor for the Office of Chief Counsel, Resilience Legal Division (RLD),
Environmental Planning and Historic Preservation, Risk Management and Mitigation
Grade: GS-13/14
Duty Station: Washington, D.C.**

The Resilience Legal Division (RLD) has an immediate opening for a Permanent Full Time Attorney-Advisor at the GS-13/14 level. Applications will be accepted until **5 p.m. EST on January 16, 2025**.

About RLD: RLD is divided into five branches – (1) Environmental Planning & Historic Preservation, Risk Management & Mitigation (ERM); (2) Flood Insurance & Fund Management (FIFM); (3) Litigation; (4) Preparedness, Continuity, and Strategy; and (5) Grants. The vacancy is in the RLD-ERM branch and will report to the RLD-ERM Deputy Associate Chief Counsel, (DACC), Amy Weinhouse. RLD-ERM provides legal services to multiple clients, including:

- Office of Environmental Planning & Historic Preservation
- Hazard Mitigation Directorate
- Risk Analysis, Planning & Information Directorate
- Resilience Office of Business Management

Vacancy: RLD-ERM seeks an attorney-advisor to serve as legal advisor for the Hazard Mitigation Assistance programs, with an emphasis on Flood Mitigation Assistance. The attorney-advisor will be responsible for advising Hazard Mitigation Assistance program offices as well as other offices on topics including but not limited to interpretation of Hazard Mitigation Assistance statutes, regulations and policy and application to specific scenarios, application of ancillary laws such as Paperwork Reduction Act, Privacy Act, etc., and technical drafting assistance and responses to Congressional questions.

The attorney-advisor will also serve 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 Legal Division (legislative, technical drafting assistance, and ethics issues); Procurement and Fiscal Legal Division (appropriations issues, fund management, and procurement); Mission Support Legal Division (privacy, information sharing, FOIA); and Response and Recovery Legal Division (disaster relief assistance).

Qualifications: Pursuant to the FEMA OCC Attorney Hiring and Promotion Plan, **to qualify at the GS-13 level**, an attorney-advisor must have at least two years of full-time professional legal experience gained after being admitted to the bar. The minimum two-year work experience requirement includes at least one year of specialized experience that is directly related to the position being filled and that is at a level of difficulty and responsibility equivalent to that of an attorney at the GS-12 level.

To qualify at the GS-14 level, an attorney-advisor must have at least three years of full-time professional legal experience gained after being admitted to the bar, including at least two years of specialized experience that is directly related to the position being filled. 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.

A strong understanding of FEMA's Hazard Mitigation Assistance authorities (and specifically the Flood Mitigation Assistance authorities in the National Flood Insurance Program) is preferred for this position. Candidates should have experience in grants law, strong research, writing, and communication skills; 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 at a high level both internally and externally. Experience in Hazard Mitigation Assistance is preferred.

The attorney-advisor should be well versed in operational authorities such as the National Flood Insurance Act and the Stafford Act, and should also understand general organizational functions, including fiscal, procurement, personnel, ethics, and administrative areas.

The attorney-advisor must be able to analyze and advise on statutory, regulatory, and policy requirements; provide legal advice for ongoing projects or workgroups; identify alternative courses of action and associated risks when faced with legal obstacles to achieving programmatic goals; and engage with legal experts from across the agency. The attorney-advisor must be able to manage competing priorities under short deadlines; display excellent oral and written communication skills; possess the ability to synthesize and resolve complex legal issues; and be able to reprioritize to shift focus quickly among dynamic tasks, both independently and as part of legal and non-legal teams.

The attorney-advisor must also possess strong communication skills and be able to discuss nuanced legal issues with other attorneys not familiar with the subject matter, with clients across the agency, and with stakeholders outside of the agency. The attorney-advisor must be able to work independently, research and analyze complicated issues of land management and use for various state, local and tribal issues to support regional issues impacting the national program.

Additional Information:

- This is a Public Trust position.
- The duty station for this position is FEMA Headquarters (HQ) at 400 C Street SW, Washington, DC 20472.
- This position is eligible for telework but the candidate is required to live in the D.C. metropolitan area and report to the office as required by his/her supervisor.

Minimum Requirements include:

- U.S. Citizenship,
- Ability to successfully pass a background investigation,
- Selective Service registration for males born after 12/31/59,
- Agreement to accept an incident management or incident support assignment,
- 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,
- Relevant experience or education that demonstrate the particular knowledge or skills that are essential to satisfactory performance in the particular position, and
- Agreement with Every Employee is an Emergency Manager requirement.

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

Interested applicants should send an email to Amy Weinhouse at amy.weinhouse@fema.dhs.gov with the subject line “HMA Attorney Position” containing a resume and cover letter explaining their interest in the position and how their experience will make them an outstanding candidate. **Applications must be received by 5:00 pm EST, January 16, 2025.**