

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Attorney-Advisor
Duty Station: FEMA Headquarters
Grade: IC/13-14

OPENING DATE: August 5, 2024

CLOSING DATE: **Monday, August 19, 2024**

POSITION TITLE AND LEGAL DIVISION:

Attorney-Advisor within FEMA's Office of Chief Counsel's (OCC), Legal Counsel and Ethics Legal Division (LCELD)

SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:

0905-Attorney-Advisor, IC-13/14. Salary is equivalent to that of a GS-13/14. This means that OCC may fill the position at either the IC-13 or IC-14 level. 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-14.

DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:

The duty station for this position is at FEMA Headquarters, Washington, D.C. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.

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.

POSITION SUMMARY AND IDEAL CANDIDATE:

LCELD seeks qualified applicants for the position of Attorney Advisor within the Legal Counsel Branch. The successful candidate will serve under the immediate supervision of the Deputy Associate Chief Counsel for Legal Counsel.

This selected attorney will provide advice and counsel to FEMA's Office of Civil Rights (OCR), Internal Civil Rights Division and to the Office of Disability Integration and Coordination (ODIC). OCR leads FEMA's efforts to promote fairness, integrity, compassion, and respect. OCR's Internal Civil Rights Division includes the Affirmative Employment Branch, the Disability Support Branch, and the Equal Employment Opportunity Unit. ODIC helps people with disabilities before, during, and after disasters. ODIC has staff at headquarters and manages the Disability Integration Cadre.

Experience with the Equal Employment Opportunity (EEO) and Reasonable Accommodation processes are required. Expertise in the Civil Rights Act, Americans with Disabilities Act, the Rehabilitation Act, and other relevant civil rights authorities is strongly preferred. The successful candidate for this job will possess the following skills: excellent oral and written communication skills; tact; the ability to synthesize and apply complex legal issues; experience advising and briefing senior level officials on sensitive matters; attention to detail; the ability to work well both independently and with a team.

DUTIES OF THE POSITION:

- Serving as the legal advisor to the Office of Civil Rights (OCR), Internal Civil Rights Division and to the Office of Disability Integration and Coordination (ODIC).
- Independently analyzing and interpreting FEMA's civil rights authorities, including the Civil Rights Act, Americans with Disability Act, the Rehabilitation Act, and other relevant laws, regulations, policies, and Executive Orders.
- Providing solution-oriented, articulate, legally sufficient, and timely written and oral legal advice on a wide range of matters involving complex legal or factual questions.
- Independently advising and coordinating within OCC on legal issues related to civil rights and disability law.
- Keeping OCR and ODIC informed of new legal developments and the status of relevant cases and matters.
- Serve as dedicated ethics counselor to OCR and ODIC. If not already certified, the selectee must obtain FEMA OCC Ethics certification within 90 days of entry on duty.

QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:**Minimum Requirements include:**

- U.S. Citizenship.
- J.D. or LL.B. degree from an ABA accredited law school.
- An active membership, in good standing, of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- 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.
- Agreement with Every Employee is an Emergency Manager requirement.

Minimum Experience:

IC-13: 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 IC-12 level.

IC-14: At least 3 years of full-time professional legal experience required that includes at least two years of specialized experience that is directly related to the position being filled. At least some of the two years must be at a level of difficulty and responsibility equivalent to that of an attorney at the IC-13 level.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

- Cover letter explaining your interest in the position and the skills that make you a strong candidate.
- Resume

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:

To apply for this position, please submit a resume and a short narrative (2 pages or less) describing your interest in the position and the skills that make you a strong candidate to Melanie Milligan, Deputy Associate Chief Counsel for Legal Counsel, at melanie.milligan@fema.dhs.gov.

Deadline for applications is **5:00 pm EDT, August 16, 2024**.