

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Law Clerk
Duty Station: Washington DC
IC-11

OPENING DATE: 9/17/24	CLOSING DATE: 9/30/24
POSITION TITLE AND LEGAL DIVISION: Law Clerk, within FEMA’s Office of Chief Counsel (OCC), Procurement Law Branch.	
SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL: 0904-Law Clerk, IC-11. Salary is equivalent to that of a GS-11. This is a public trust position and does not require a security clearance. Occasional travel may be required.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: The position has a duty station of Washington, DC. This position is not eligible for remote work, as defined by FEMA policy. This position is eligible for telework pursuant to FEMA policy.	
POSITION TYPE: 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: The successful candidate will serve under the immediate supervision of a senior procurement attorney. Candidates must have strong research, writing, and communication skills; and the ability to work both independently and as part of a team. The ideal candidate will have proficiency in legal research methods, including familiarity with online legal databases and other legal resources. The ideal candidate will have the ability to assist KLB attorneys in communicating legal advice clearly and effectively and have experience reviewing documents for legal sufficiency. Experience/training in procurement law is highly preferred.	
DUTIES OF THE POSITION: The Procurement Law Branch (KLB) is looking for law clerk who wants to work on a team where they will be expected to: <ul style="list-style-type: none">• Perform basic research (i.e. reviews regulations, rules, principles of law, administrative orders, and cases) for contractual matters by reviewing and analyzing certain questions under issue. Research materials may include case law, FAR materials, and legal databases.	

- Work collaboratively with Office of the Chief Component Procurement Officer team members and KLB attorneys.
- Engage directly with and assist in advising Contracting Officers, Contract Specialists and Program Managers.
- Help maintain strong relationships with partners and stakeholders, by:
 - Helping to reduce workload during end of fiscal year surge.
 - Gaining knowledge in use of the Federal Acquisition Regulation.
 - Assisting in ensuring timely award of critical FEMA procurements and avoiding loss of procurement dollars.
- Assist attorneys with reviewing acquisition plans, justifications, and approvals (e.g., sole source approvals), solicitations, and other procurement documents.
- Assist attorneys with bid protests before the Government Accountability Office and the United States Court of Federal Claims, and contract appeals before the Civilian Board of Contract Appeals.
- Receive training on FAR contract awards, contract award and contract management.
- Verify citations and legal references on prepared legal documents.
- Upon request, draft, write, and edit memoranda and research reports.
- Prepare reports containing findings and facts on legal questions.
- Attend meetings with the attorneys from KLB.
- Perform other duties as assigned.

QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:

- U.S. Citizenship.
- J.D. or LL.B. degree from an ABA accredited law school.
- 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.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

- Resume,

- Cover letter explaining their interest in the position and how their experience will make them an outstanding law clerk.
- Writing Sample (No more than 10 pages)

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

- Official law school transcripts from an American Bar Association accredited law school

OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:

In addition, every FEMA employee has regular and recurring emergency management responsibilities. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

Please note this position requires monthly weekend on-call shifts.

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 Rafael Lara Jr. via email at Rafael.larajr@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference the position title of this announcement.