

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: CORE Legal Program Specialist
Duty Station: FEMA Headquarters
Grade: IC-0301-9/11 (GS Equivalent Grade)

OPENING DATE: Wednesday, July 3, 2024

CLOSING DATE: Friday, July 26, 2024

POSITION TITLE AND LEGAL DIVISION:

Legal Program Specialist within FEMA's Office of Chief Counsel's (OCC), Procurement and Fiscal Legal Division (PFLD)

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

0301-Legal Program Specialist, IC-9/11. This means that OCC may fill the position at either the IC-9 or IC-11 level. An individual hired at the IC-9 level may later be promoted to the IC-11 level. The position has a full performance level of IC-11.

This is a public trust position and does not require a security clearance.

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 temporary, Cadre of On-Call Response/Recovery Employee (CORE) position. CORE appointment in the excepted service at the IC-9 or 11 level, not to exceed 2 years, with the option to extend based on workload and funding availability. PFLD may fill the position at either the IC-9 or IC-11 level. An individual hired at the IC-9 level may later be promoted to the IC-11 level. The position has a full performance level of IC-11. Applicants must meet the qualifications requirements for the grade level to which they are applying by the closing date of this announcement.

POSITION SUMMARY AND IDEAL CANDIDATE:

PFLD seeks qualified applicants for the position of IC-0301-9/11 (GS equivalent grade) Legal Program Specialist to work in FEMA's Procurement and Fiscal Legal Division.

This position will focus on providing administrative support to the Procurement Law Branch, Fiscal Law Branch, and Suspension & Debarment Program.

The successful candidate will serve as a Legal Program Specialist under the immediate supervision of the Associate Chief Counsel for the Procurement and Fiscal Legal Division.

Candidates must have strong writing and communication skills; the ability to collaborate with OCC colleagues, program partners, and other outside entities; and the ability to work independently.

Candidates applying for this position should also demonstrate research and project management skills. Candidates must exhibit strong ethical character and discretion.

Experience in providing support to large teams, maintaining sensitive records, scheduling meetings and events, tracking deadlines, and providing general administrative support is preferred.

DUTIES OF THE POSITION:

- Serve as course manager for all PFLD trainings including the FEMA Fiscal and Procurement Law Course and the Fiscal Law Training Teleconferences.
- Assist attorneys on litigation matters including legal research, organizing files, and preparing exhibits.
- Provide administrative support to the three branches of PFLD including serving as the division timekeeper, administering travel, and assisting with the onboarding of new personnel.
- Helping track and analyze division data to inform processes and training strategies.
- Maintaining systems to track administrative tasks to support team performance.
- Assisting in the development of guidance and policies.
- Provide support to the S&D Branch by drafting notices, memorandums, and other documents for review by the S&D Director.

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,
- Agreement with Every Employee is an Emergency Manager requirement.

Minimum Experience:

You qualify for this position at the IC-9 level if you possess one year of specialized experience of the following by the closing date of this announcement:

- Drafting routine legal documents or correspondence
- Responding to legal inquiries from clients;
- Arranging logistics for hearings;
- Assist with conducting data entry to docket cases;
- Conduct legal research.
- Providing general administrative support.

You qualify for this position at the IC-11 level if you possess the following experience by the closing date of this announcement:

- The IC-11 requirement plus one additional year of full-time professional legal assistant/paralegal experience.

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 legal program specialist for PFLD.

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

- References

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 send an email to: erik.claudio@fema.dhs.gov with the subject line “PFLD Legal Program Specialist” containing a resume and cover letter explaining their interest in the position, how their experience will make them an outstanding candidate, and specifying the grade (IC-9 or 11) they are applying for.

Deadline for applications is **5:00 pm EDT, July 26, 2024.**