

**Job Announcement**  
**Federal Emergency Management Agency, Office of Chief Counsel**  
**Position Title: Attorney Advisor**  
**Duty Station: FEMA Headquarters (Washington, D.C.)**

<b>OPENING DATE:</b> Tuesday, December 10, 2024	<b>CLOSING DATE:</b> Tuesday, December 17, 2024, by 11:59 PM ET
<b>POSITION TITLE AND LEGAL DIVISION:</b> Attorney Advisor for FEMA Headquarters, within FEMA’s Office of Chief Counsel’s (OCC) Regulatory Affairs Division (RAD)	
<b>JOB SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, &amp; TRAVEL:</b> This position is in the job series 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. The position has a full performance level of GS-14. This is a public trust position and does not require a security clearance. Occasional travel may be required.	
<b>DUTY STATION LOCATION &amp; REMOTE WORK ELIGIBILITY:</b> This position has a duty station of Washington, D.C. This position is <b>not</b> eligible for remote work. This position is eligible for telework pursuant to FEMA policy.	
<b>POSITION TYPE:</b> This is a Permanent Full Time (PFT) position. This position is being announced under FEMA’s General Schedule (GS) program. This is an Excepted Service position and will be filled at either the GS-13 or GS-14 level.	
<b>POSITION SUMMARY AND IDEAL CANDIDATE:</b> The Office of Chief Counsel (OCC), Regulatory Affairs Division (RAD), seeks a qualified applicant for the position of Attorney Advisor for Headquarters. The position will report to the Deputy Associate Chief Counsel for Regulatory Affairs. RAD serves as FEMA’s primary legal counsel on matters related to regulations, sub-regulatory guidance, rulemaking, administrative law, and executive orders. Candidates must have strong research, writing, and communication skills; the ability to work independently; and the ability to represent the agency at a high level both internally and externally. The ideal candidate would have specialized legal experience in the areas of rulemaking and administrative law, including the Administrative Procedure Act (APA), the Federal Register Act, the Regulatory Flexibility Act, the Unfunded Mandates Reform Act, the Paperwork Reduction Act, the Privacy Act, the National Environmental Policy Act, the Congressional Review Act, Executive Order 12866, Executive Order 13563, Executive Order 13175, Executive Order 13132, Executive Order 11988, Executive Order 11990, Executive Order 12898, OMB Circular A-4, and OMB Circular A-119.	

**DUTIES OF THE POSITION:**

- Work with various FEMA Program offices and OCC Divisions to develop and support FEMA's regulatory initiatives, and draft regulations and related notices for publication in the Federal Register.
- Ensure agency compliance with DHS/FEMA guidance on rulemaking and Federal Register notice development, drafting, and approval procedures.
- Serve as a liaison to DHS's Office of General Counsel Regulatory Affairs Legal Division, OMB's Office of Information and Regulatory Affairs, and the Office of the Federal Register.
- Provide advice to other OCC Divisions and FEMA program offices on the APA and whether legislative or policy changes require rulemaking.
- Coordinate with other OCC Divisions, FEMA program offices, and other federal agencies on regulatory matters, and serving as a Project Manager for rulemaking activities.
- Complete significance reviews of policy and guidance documents for external dissemination governing FEMA programs received from FEMA program offices.
- Perform the above duties on a variety of matters which will vary in legal and factual complexity, often of a novel nature and with limited, if any applicable precedents.

**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, and 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:**

- Advising on legal requirements and procedures related to federal rulemaking.
- Advising on applicability of the Administrative Procedure Act, Executive Order 12866, OMB's Good Guidance Practices to guidance or policy documents a program office intends to issue.
- Coordinating with other OCC Divisions, FEMA Program offices, and other federal agencies on regulatory matters, and serving as a Project Manager for rulemaking activities.

**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 for OCC-RAD.

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

- Proof of bar admission
- Law school transcript from an 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. Thank you.

**HOW TO APPLY:**

Interested applicants should submit a resume and cover letter to Shabnaum Amjad, Deputy Associate Chief Counsel, at [shabnaum.amjad@fema.dhs.gov](mailto:shabnaum.amjad@fema.dhs.gov) by the closing date of this announcement. The subject line of the email should reference that you are applying for the Attorney Advisor for OCC-RAD PFT GS-13/14 position. Please let us know in your email or cover letter where you saw this announcement. Thank you.