

**Job Announcement**  
**Federal Emergency Management Agency, Office of Chief Counsel**  
**Position Title: Attorney-Advisor**  
**Duty Station: FEMA Region 7 (Kansas City, Missouri)**  
**Grade: IC-13/14 (Equivalent to that of a GS-13/14)**

<b>OPENING DATE:</b> Wednesday, August 7, 2024	<b>CLOSING DATE:</b> Wednesday, August 21, 2024, by 11:59 PM ET
<b>POSITION TITLE AND LEGAL DIVISION:</b> Attorney-Advisor for FEMA Region 7, within FEMA’s Office of Chief Counsel’s (OCC) Regional & Field Operations Legal Division (RFOLD)	
<b>SERIES, PAY PLAN, AND GRADE:</b> 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.	
<b>DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:</b> This position has a duty station of Kansas City, Missouri. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.	
<b>POSITION TYPE:</b> 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.	
<b>POSITION SUMMARY AND IDEAL CANDIDATE:</b> RFOLD seeks qualified applicants for the position of Attorney-Advisor for FEMA Region 7. FEMA Region 7 serves Iowa, Kansas, Missouri, and Nebraska. The successful candidate will report directly to the Regional Counsel. The ideal candidate possesses strong research, writing, and communication skills, and the ability to operate independently, with minimal guidance, in an uncertain and complex environment. The ideal candidate must effectively represent the agency’s interests before other federal agencies and senior officials from state, tribal, territorial, and local governments. The ideal candidate possesses strong moral character and excellent interpersonal skills. The ideal candidate should have specialized legal experience in emergency management, including expertise in the Stafford Act, FEMA response and recovery programs, and the delivery of federal disaster assistance. Experience advising on complex public assistance projects, individual assistance, and hazard mitigation issues is preferred.	

**DUTIES OF THE POSITION:**

- Supporting the Regional Counsel in advising the Regional Administrator, regional management, and other regional office members on FEMA's program responsibilities and various mission support issues.
- Independently analyzing and interpreting FEMA's statutory authorities, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5121-5207 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 disaster preparedness, response, recovery, and mitigation; flood insurance and floodplain management; procurement, contracts, grants, finance, and financial management; property, environmental and historic preservation; claims, freedom of information, privacy, ethics, training and education, and personnel matters and administrative procedures.
- Keeping the region informed of new legal developments and the status of relevant cases and matters.

**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 IC-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 knowledge, skills, and abilities to successfully perform the duties of the position. The year of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the IC-12 level.
  - Attorneys at the IC-12 level are relatively junior attorneys that perform substantive work on basic to moderately complex assignments; possess high-quality writing skills, conduct original research, and demonstrate sound legal analysis; exhibit effective communication and interpersonal skills; contribute to decisions about legal strategy; and require supervision and work product to be reviewed by a supervisor or higher-grade attorney.

**You qualify for this position at the IC-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 IC-13 level.
  - Attorneys at the IC-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 superior communication and interpersonal skills; contribute to shaping legal and policy decisions; assume project-specific supervisory roles over legal interns, IC-11/12 attorneys, or non-attorney staff, as necessary; and require only moderate levels of supervision or review of written work product.

**Specialized experience for this position includes:**

- Independently analyzing and interpreting federal and state statutes, regulations, and policies; Executive Orders; and judicial and administrative decisions to provide informed legal advice.
- Knowledge and practical legal experience in one or more of the following areas: administrative law procedures and regulations; legal matters related to employment, labor relations, and human resources; the legal aspects of budgeting, financial management, and compliance with fiscal regulations; acquisitions, contract negotiation, and contract management; the legal and regulatory framework governing distribution and oversight of grants; legal issues related to environmental protection, regulation, and compliance; the legal requirements and best practices in managing floodplains and mitigating hazards; legal aspects of coordinating and implementing disaster response and recovery efforts; the laws and regulations related to the preservation of natural and historic resources; or planning and preparing for emergencies, ensuring compliance with relevant laws and regulations.

**REQUIRED DOCUMENTS:**

The applicant must submit the following to be considered:

- Cover letter explaining the applicant's interest in the position and how the applicant's experience is relevant to the position.
- Resume.

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

- Proof of bar admission.
- Law school transcript from an accredited law school.

**OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:**

The incumbent to this position will be required to train for and attain qualification as a disaster field attorney. 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.

**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 Chuck McLeod via email at [occ-rfold-regions@fema.dhs.gov](mailto:occ-rfold-regions@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 FEMA Region 7 position. Please indicate in your email or cover letter how you received notice of this announcement.