

**Job Announcement**  
**Federal Emergency Management Agency**  
**Office of Chief Counsel**

**Position Title: Attorney-Advisor, RRLD Integration Team Lead**  
**Location [or] Duty Station: Washington, DC**  
**Grade: IC-0905-14**

<b>OPENING DATE:</b> June 7, 2024	<b>CLOSING DATE:</b> June 21, 2024
<b>POSITION TITLE AND DIVISION:</b> Integration Team Lead, Response and Recovery Legal Division – Individual Assistance & Integration	
<b>SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:</b> Attorney-Advisor IC-0905-14. This position is at the full performance level of IC-14 in accordance with the approved RRLD force structure.	
<b>DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:</b> Washington D.C.	
<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> The Federal Emergency Management Agency’s Office of Chief Counsel (OCC), Response and Recovery Legal Division (RRLD), Individual Assistance and Integration Branch (IA&I) seeks a well-organized attorney with strong communication and analytical skills, and experience with attorney-client relationships. RRLD-IA&I is responsible for delivering legal advice to the Office of Response and Recovery’s Individual Assistance Branch program leadership and staff regarding the implementation of IA, as well as providing legal support to our colleagues in the Regional and Field Operations Legal Division.  Specialized legal experience in the areas of emergency management to include the Stafford Act and implementing regulations, FEMA programs such as response and recovery, and the delivery of federal disaster assistance if preferred, but not required.	
<b>DUTIES OF THE POSITION:</b> <ul style="list-style-type: none"><li>• Primarily support a portfolio of responsibilities comprising the Integration portion of the IA&amp;I Branch’s work by providing legal support to Recovery Front Office, Interagency Coordination Division, Technology Programs, Reporting and Analytics, and the Office of Response and Recovery’s Doctrine and Policy and Business Management Offices.</li><li>• Provide legal support on Recovery policy development and guidance, reviewing proposed legislation and providing technical drafting assistance.</li></ul>	

- Provide legal review and support on Presidential disaster declaration requests.
- Support inquires related to preparedness, response, logistics management, recovery, appeals, audits, arbitration, dispute resolution, or litigation review.
- Maintain and improve the Disaster Operations Legal Reference (DOLR). The DOLR is OCC's keystone resource covering most of FEMA's programs and is a field guide to disaster response and recovery. The attorney will develop a familiarity with significant portions of the DOLR and serve as a resource to other attorneys. The attorney will also assist in supporting the Individual Assistance Program as needed.

**QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:**

**Minimum Requirements include:**

- U.S. Citizenship,
- Ability to successfully pass a background investigation,
- Selective Service registration for males born after 12/31/59,
- A graduate of an ABA accredited law school,
- Relevant experience or education that demonstrate the particular knowledge or skills that are essential to satisfactory performance in the particular position, and
- Agreement with Every Employee is an Emergency Manager requirement.

**Minimum Experience:**

**You qualify for this position at the IC-14 level if you have the following experience:**

At least three years of full-time professional legal experience gained after being admitted to the bar. The minimum three-year work experience requirement includes at least two years of specialized experience that is directly related to the position being filled. 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. Specialized experience for this position includes:

1. Skills in applying general law and evaluating facts and evidence in relation to individual cases;
2. Independently exercising initiative, judgment, and decision making while presiding over oral hearings; and,
3. Experience in effectively communicating orally and in writing for purposes of conducting hearings and drafting decisions.

**REQUIRED DOCUMENTS:**

Resume

Writing sample

Cover letter explaining their interest in the position.

**EMERGENCY MANAGER ASSIGNMENT:**

Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All FEMA employees are subject to 24-hour on-call in the event of an emergency. In the event of an emergency deployment, travel requirements may be extensive in nature (weeks to months), with little advance notice, and may require relocation to emergency sites, some of which are quite austere. The length of deployment may last anywhere from days to months, depending upon the nature of the emergency or disaster. **This particular position may deploy for disaster assignments.**

**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: [Munira.mack@fema.dhs.gov](mailto:Munira.mack@fema.dhs.gov) with the subject line “Integration Team Lead” containing a cover letter, resume and writing sample.

Deadline for application is 5:00 pm EDT, **June 21, 2024**