

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel

Position Title: Legal Program Specialist (Action Officer)

Duty Station: FEMA Headquarters

Grade: IC-13

OPENING DATE:

Thursday, December 5, 2024

CLOSING DATE:

Thursday, December 12, 2024

POSITION TITLE AND OFFICE:

This Legal Program Specialist (Action Officer) position is in the Executive Office, Office of Chief Counsel (OCC), under the supervision of the Executive Officer.

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

0301- Miscellaneous Administration and Program, IC-13. Salary is equivalent to that of a GS-13.

DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:

The duty station for this position is at FEMA Headquarters, Washington, D.C. This position is eligible for remote work. This position is also eligible for telework pursuant to FEMA policy. Eligibility for remote work may be removed at any time based on agency decision. Remote must be within 50 miles of Headquarters.

POSITION TYPE:

This is a Cadre of On-Call Response/Recovery Employee (CORE) position. This is a temporary appointment in the Excepted Service, not to exceed three (2) years, with the option to extend based on workload and funding availability.

POSITION SUMMARY AND IDEAL CANDIDATE:

This position is in the Executive Office, Office of Chief Counsel, Federal Emergency Management Agency, Department of Homeland Security. The employee is responsible for managing the OCC Action Office email box, ensuring continuous monitoring and timely responses to requests, coordinates information with program action offices, embedded program attorneys, and other legal divisions to ensure high-quality, timely completion of requested tasks.

DUTIES OF THE POSITION:

Duties include:

- Manages the OCC Action Office email box, ensuring continuous monitoring and timely responses to requests, coordinates information with program action offices, embedded program attorneys, and other legal divisions to ensure high-quality, timely completion of requested tasks.
- Review, coordinate, and track requests or assignments from the Office of the Administrator, Executive Secretariat, or other FEMA components; coordinate responses with appropriate OCC legal divisions and OCC leadership.

- Establish and maintain effective working relationships within OCC and other program areas including the FEMA and DHS Executive Secretariat Office, Office of External Affairs, and Office of Policy and Program Analysis, and other FEMA Action Offices.
- Ensure Action Office files and records are managed in compliance with the agency's records management policies and OCC procedures.
- Create and provide daily, weekly, monthly, quarterly and annual reports for assigned portfolio to Executive Officer and OCC leadership.
- Coordinate and track materials originating within OCC that are transmitted to Agency Directorates via the Executive Secretariat concurrence system (IQ) or when input is simply required from all OCC divisions.
- Create concurrence packages with supporting background information for internal and external partners.

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.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

- Cover letter explaining your interest in the position and the skills that make you a strong candidate.
- Resume and, if you are a current federal employee, a current SF50.

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:

To apply for this position, interested applicants may submit cover letter and resume, along with current SF-50 to Kim.Farley@fema.dhs.gov.

Deadline for applications is **December 12, 2024**.