

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

**Position Title: Staff Assistant (Executive Office)**  
**Duty Station: FEMA Headquarters**  
**Grade: IC-13**

**OPENING DATE:**

Wednesday, November 21, 2024

**CLOSING DATE:**

**Wednesday, November 29, 2024**

**POSITION TITLE AND LEGAL DIVISION:**

This Staff Assistant position is in the Office of Chief Counsel (OCC) Executive Office, 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 not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.

**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 two (2) years, with the option to extend based on workload and funding availability.

**POSITION SUMMARY AND IDEAL CANDIDATE:**

This position is located in the Executive Office, Office of Chief Counsel, Federal Emergency Management Agency, Department of Homeland Security. The employee is responsible for the implementation and execution of a variety of administrative activities and for performing significant and special assignments for the Executive Officer, in relations to personnel, finance, property management, and special projects for the Office of Chief Counsel. Incumbent carries out assignments within the established guidelines and initiates and independently completes assignments.

**DUTIES OF THE POSITION:**

Duties include:

- Provides technical and administrative support to Executive Officer and OCC staff during the development of projects or programs, including the development of goals, performance measures and priorities, and assists in ensuring the organization's ability to respond to major changes in business models and new technologies that affect the accomplishment of the mission. The incumbent serves as a primary or alternate project manager for assigned programs and performs special projects based on the direction and need of the Executive Officer.
- Provides organizational support for planning, analyzing, coordinating, evaluating, and directing the development of priorities, performance metrics, resource allocations, workforce management, and/or performance for organizational objectives to support operational requirements. The incumbent analyzes, develops criteria for, and evaluates policies and procedures affecting organizational program

objectives; analyzes and evaluates the capabilities, effectiveness, feasibility and cost of proposed and alternative programs; and analyzes the impact of options and recommendations, on organizational performance. Conducts research on a variety of issues in order to gather, determine, and recommend solutions to internal management issues and improves efficiency.

- Analyzes processes and programs of an administrative nature in a changing and fast-paced environment to ensure consistency and adherence to Agency and Division policies and guidelines. Provides recommendations and resolution of problems encountered and/or solutions for improved effectiveness and effectiveness and efficiency of services provided.
- Provides contracting support to Executive Officer, and OCC Senior Executives which includes initializing procurement action requests in FEMA's E-Services Application Suite (eCAPS); research, drafts, and edits applicable Statement of Work (SOW), Statement of Objectives (SOO), Independent Government Cost Estimates (IGCE), Sole-Source Justifications (JA); conducts market research for procurement requests; and provides information technology specific procedural documentation, as required. When needed, amends procurement requests based on contract notifications and cost differential. Tracks all procurement requests, and credit card allocation requests through internal controls in order to provide Executive Officer and other staff with awareness and potential issues.
- Create G-Invoicing intragovernmental buy/sell transactions from the creation of the agreement to settlement and is the solution to improve the quality of these transactions by improving the quality and reliability of buy/sell data; reducing adjustments; facilitating reconciliation and elimination; improving transparency.
- Tracks and/or monitors expenditures and reports findings to the Executive Officer. Consolidates data and produces financial reports for management use in evaluating the financial status of major programs and/or operations. Researches, prepares and submits documentation in response to financial and purchase audit requests to the Office of the Chief Financial Officer.
- Assists Executive Officer and other staff with accountable property duties such as tracking office inventory of accountable property, distributing and disposal of property, and answer general property-related questions presented by Office of Chief Counsel staff members.

#### **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

**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](mailto:Kim.Farley@fema.dhs.gov).

Deadline for applications is **November 29, 2024**.