





# **Supervisory Attorney Advisor**

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

# **Apply**







# **Summary**

In this position, you will serve as a Supervisory Attorney Advisor for the Office of Chief Counsel and will be responsible for supervising of attorneys and providing legal services related to the Privacy Act and authorities governing FEMA information technology systems. This position starts at a salary of \$155,700 (GS-15). Apply for this exciting opportunity to become a member of the Office of Chief Counsel team within FEMA.

View <u>common definitions</u> of terms found in this announcement.

### Learn more about this agency

# **Overview**



**Accepting applications** 

# Open & closing dates

U 08/07/2023 to 08/22/2023

This job will close when we have received **100 applications** which may be sooner than the closing date. <u>Learn more</u>

### **Salary**

\$155,700 - \$183,500 per year

# Pay scale & grade

**GS 15** 

### Location

1 vacancy in the following location:

# Washington, DC

1 vacancy

### Remote job

No

## **Telework eligible**

Yes—as determined by the agency policy.

# **Travel Required**

Occasional travel - Occasional Travel required.

## **Relocation expenses reimbursed**

No

## **Appointment type**

Permanent -

### Work schedule

Full-time -

### **Service**

Excepted

## **Promotion potential**

15

## Job family (Series)

0905 Attorney

### **Supervisory status**

Yes

## **Security clearance**

**Not Required** 

### **Drug test**

? Help

No

### **Position sensitivity and risk**

High Risk (HR)

### **Trust determination process**

**Suitability/Fitness** 

#### **Announcement number**

FEMA-23-687428-KR-ATTY

#### **Control number**

741777600

# This job is open to





U.S. Citizens, Nationals or those who owe allegiance to the U.S.

# Clarification from the agency

This Job is open to: U.S. Citizens (if JOA open to external applicants) OR Internal Employees (Current DHS employees only) OR Agency Employees Only (Current FEMA employees only), if internal JOA

# **Duties**



The Department of Homeland Security (DHS) is calling on those who want to help protect American interests and secure our Nation. DHS Components work collectively to prevent terrorism; secure borders and our transportation systems; protect the President and other dignitaries; enforce and administer immigration laws; safeguard cyberspace; and ensure resilience to disasters. We achieve these vital missions through a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to the Federal Emergency Management Agency (FEMA). Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. FEMA prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce. Please visit <a href="https://www.fema.gov">www.fema.gov</a> for additional information.

**EMERGENCY ASSIGNMENT:** Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. 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. In this position, you will serve as a Supervisory Attorney Advisor for the Office of Chief Counsel and will be responsible for

Typical assignments include the following: Supervise attorneys who provide legal services related to the Freedom of Information Act (FOIA), the Privacy Act, the Paperwork Reduction Act, the E-Government Act, the Clinger-Cohen Act, the Federal Information Security Managment Act, and authorities governing FEMA information technology systems.

- Reviews withholdings, denials, appeals, and the invocation of exemptions under the Freedom of Information Act and the Privacy Act, and makes recommendations to release or withhold agency records and information under other applicable authorities.
- Serves as primary legal advisor to FEMA to ensure compliance with these authorities.
- Supports the Department of Justice in representing FEMA in the federal courts, participates
  in settlement negotiations, and makes settlement recommendations in accordance with
  applicable directives or policies.
- Participates in recommendations of legislation, regulations or changes in existing policies, practices, and agency issuances to cure or eliminate problems.

# Requirements



# **Conditions of Employment**

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation.
- Selective Service registration is required.
- Financial disclosure is required.
- Proof of law degree and bar membership is required.
- Please review "Other Information" section for additional key requirements.

To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo, successfully pass, and maintain a background investigation for Non-Sensitive/High Risk as a condition of placement into this position. This may include a credit check after initial job qualifications are determined, a review of financial issues, such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs (please visit: <a href="Mythbuster on Federal Hiring Policies">Mythbuster on Federal Hiring Policies</a> for additional information). For more information on background investigations for Federal jobs please visit <a href="OPM Investigations">OPM Investigations</a>.

Please ensure you meet the qualification requirements described below.

# **Qualifications**

The qualifications listed below must be met within 30 days of the closing date of this announcement.

### All applicants must possess the following:

- 1) A J.D. or LL.B. degree from an ABA accredited law school; and
- 2) An active membership, in good standing, of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

# You qualify for this position if you possess the following:

- 1) At least five years of full-time professional legal experience gained after being admitted to the bar, including at least four years of specialized experience that is directly related to the position being filled; and
- 2) At least two years of the specialized experience must be at a level of difficulty and responsibility to that of an attorney at the GS-14 level.

Specialized experience for this position includes:

- Providing guidance and make recommendations on settlements of Freedom of Information
   Act (FOIA) and Privacy Act claims and litigation; AND
- Superior writing skills, including clear, direct prose; logical organization; correct legal citation; and the ability to review the written analysis of staff attorneys; AND

- Reviewing and providing legal advice on agency policies, procedures, proposed regulations, and proposed legislation; AND
- Conducting legal research, and drafting pleadings and other legal memoranda.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g. Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills, and provides valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**NOTE:** Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/YY to MM/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume. For a brief video on How to Create a Federal Resume, click <a href="here">here</a>.

**Current or former FEMA Reservists/DAE employees:** To accurately credit your experience for these intermittent positions, make sure to list the dates (from MM/YY to MM/YY) of each deployment, along with the job title and specific duties you were responsible for during each deployment. Failure to provide this information may result in disqualification.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

# **Education**

**NOTE:** If you are qualifying based on education and/or are selected for a position which requires a college degree to meet minimum qualification requirements, you will be required to submit your <u>official</u> college transcript(s) at time of selection.

# **Additional information**

- If you receive a conditional offer of employment for this position, you will be required to
  complete an <u>Optional Form 306</u>, <u>Declaration for Federal Employment</u>, and to sign and
  certify the accuracy of all information in your application, prior to entry on duty. False
  statements on any part of the application may result in withdrawal of offer of employment,
  dismissal after beginning work, fine, or imprisonment.
- DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about <u>E-Verify</u>, including your rights and responsibilities.
- This announcement may be used to fill one or more vacancies.
- Relocation expenses are not authorized for this position.
- All candidates must be able to deploy with little or no advance notice to anywhere in the
   United States and its territories for an extended period of time.
- A one year trial period is required unless already completed.
- If selected for this position, and you have not previously completed these requirements, you are subject to (1) completion of a 2 day onboarding program at your primary duty location; and, (2) completion of a subsequent, multiple day orientation program within 90-120 days of hire, at a location to be determined. Travel associated with the **orientation** portion of this requirement may be at FEMA's expense.
- The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required

#### Close

### **Benefits**

# **How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated for this job based on how well you meet the qualification requirements listed above. We will review the information and materials you provide to evaluate whether you meet the basic qualification and eligibility requirements for this position.

Applicants who meet the qualifications for the position and submit a resume and law school transcript will be referred to the selecting official for further consideration.

This vacancy is being advertised/filled under the authority of Title 5 of the United States Code, the Schedule A authority for attorneys (5 CFR § 213.3102(d)), and FEMA's Attorney Hiring and Promotion Plan. Veterans' Preference and traditional rating and ranking of applicants do not apply to positions filled under these authorities. This vacancy will result in an Excepted Service appointment.

We recommend that you preview the online questions for this announcement before you start the application process.

You may <u>preview questions</u> for this vacancy.

**Benefits** 

**Required Documents** 

**How to Apply** 

**Fair and Transparent** 

# **Required Documents**



- 1. Resume.
- 2. **Your responses to the job questionnaire.** You will be directed to the online job questionnaire once you begin the application process for this position.
- 3. **Are you qualifying based on education?** Submit a copy of your college transcript (unofficial is acceptable) from an accredited institution. Once selected and prior to appointment, applicants must provide an official college transcript. Education completed in foreign colleges or universities may be used to meet Federal qualification requirements if you can show that your foreign education is comparable to education received in

accredited educational institutions in the United States. For example, specific courses accepted for college-level credit by an accredited U.S. college or university, or foreign education evaluated by an organization recognized for accreditation by the Department of Education as education equivalent to that gained in an accredited U.S. college or university. It is your responsibility to provide such evidence with your application. See <u>Recognition of Foreign Qualifications</u> for more information.

- 4. Are you claiming special priority selection rights under the Agency Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP)?

  Submit:
- A copy of your agency notice,
- A copy of your most recent performance rating, and
- A copy of your most recent SF-50, Notification of Personnel Action, noting your current position, grade level, and duty location.
- 5. **Are you a current or former federal employee?** Submit a copy of your most recent SF-50, Notification of Personnel Action, that demonstrates your eligibility for consideration, e.g., length of time you have been in your current grade; your highest grade held; your current promotion potential and proof of permanent appointment if applying based on an interchange agreement. Examples of appropriate SF-50s include promotions, within-grade increases and accessions.
- 6. Reservist Stafford Act Employees will be required to submit a copy of their most recent SF-50 as well as a copy of the "DRRA Notice of Eligibility" issued by FEMA. Applicants who believe they are eligible, but have not received a "Notice of Eligibility," should contact the FEMA representative listed in the "Agency contact information" section of this announcement.
- 7. Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
- Position Title
- Type of Appointment (Schedule A, Schedule C, Non-career SES or Presidential Appointee)
- Agency
- Beginning and ending dates of appointment
- 8. A copy of your law school transcript (unofficial is acceptable).

9. **Proof of current, active bar membership** (i.e. letter of good standing).

# If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

# **How to Apply**



### **Read more**

# **Agency contact information**



Keisha Riley

#### Phone

202-655-0319

#### **TDD**

800-877-8339

### **Fax**

999-999-9999

#### **Email**

keisha.riley@fema.dhs.gov

#### **Address**

FEMA - Federal Emergency Management Agency Please read entire announcement Please apply online Washington, District of Columbia 20472 United States

Learn more about this agency

# **Next steps**

### **Read more**

# **Fair & Transparent**

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity (EEO) Policy** 

Reasonable accommodation policy

Financial suitability

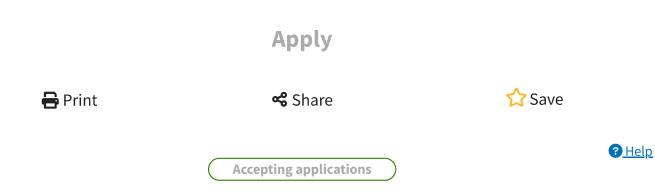
Selective Service

New employee probationary period

Signature and false statements

**Privacy Act** 

Social security number request



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Saved searches

# **∨** Help

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# How to...

# Working in government

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Veterans Information
Legal and Regulatory Guidance
Terms and Conditions
Budget and Performance
FOIA
Inspector General
No Fear Act Data
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USA.gov