



# Homes and Community Renewal

*Job Opportunities at New York State Homes and Community Renewal*

*Build a career while building a better community. Rewarding careers in Public Service start here!*

## NEW YORK STATE HOUSING FINANCE AGENCY

### Assistant Counsel

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnaukas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

**The Office of Legal Affairs** provides legal advice, counsel and representation to all the Agencies' offices and program areas and ensures that all matters comply with federal and state legal mandates. The primary functions are organized within four major subject matter areas or units; General Law, Litigation, Hearings, and Transactions.

#### **JOB SUMMARY**

The Attorney / Assistant Counsel will be responsible for assisting on multi-family housing bond issuances, related real estate mortgage financing matters, drafting legislation, preparation of materials for consideration by the Agency's Members/Directors, Agency administrative matters and other legal areas as required, as well as supervision of legal support staff engaged in similar duties. The Attorney / Assistant Counsel will also perform legal services related to the Agency's loan management, mortgage enforcement efforts, and architect and construction contracts. THIS POSITION IS BASED IN THE NEW YORK CITY OFFICE.

#### **QUALIFICATIONS:**

- Must be admitted to the practice of law in New York State.
- Should have two years of transactional experience including experience in corporate, real estate, and/or financing transactions.



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- Experience and/or familiarity with real estate lending, secured transactions, construction lending, bond financing, housing tax credits and mortgage loan portfolio management is helpful.
- Ability to establish effective working relationships with staff and outside attorneys and consultants.
- Ability to work under tight deadlines.
- Excellent oral and written communication skills.
- Strong analytical and organizational skills.
- Record of productivity.

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned.

#### **What we offer:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to: [jobopportunities@nyshcr.org](mailto:jobopportunities@nyshcr.org)**

New York State is an Equal Opportunity Employer (EOE)