



# 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!*

### **Legal Assistant**

Albany, NY

**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 Visnauskas, **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.

#### HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent, and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

**The Office of Legal Affairs** is the legal unit of the Division of Housing and Community Renewal and is headed by a General Counsel. The unit 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.

**Position summary:** The Legal Assistant will provide principal paralegal and administrative support for nine attorneys, real property legal unit. They will possess advanced self-starting, time management, organizational, computer programming, and work processing skills.



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#### **Duties:**

- Design complex merge documents for the preparation of legal documents and use the internet to perform legal research and locate cases, statutes, regulations, legislation, tax information, and law review articles as requested.
- Create, organize, and maintain MS Access and SharePoint databases as needed by the unit with the assistance of the IT unit.
- Assist with originating and refinancing Housing Trust Fund Corporation (HTFC) multi-family affordable housing projects, the Office of Community Renewal HTFC Contracts, and the Housing Trust Fund Office of Asset Management.
- Assist on HTFC mortgage closings including but not limited to document review and collection as well as assembling and archiving of permanent legal closing binders for the unit.
- Assist with Freedom of Information Law (FOIL) requests
- Review HTFC contracts and awards for completeness and consistency and will be responsible for efficiently routing contracts to awardees for signature and return

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

#### **Minimum Qualifications and Desired Skills:**

- Paralegal certification or associate's degree plus 3-5 years' experience in the field.
- Familiarity with real property closings and the document recording process is preferred.
- Familiarity with Freedom of Information Law (FOIL) desired
- Strong organizational, time management, computer, and self-starting skills

#### **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: [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)  
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)