



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!

Associate Attorney

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 to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

HCR consists of all the major housing and community renewal agencies of New York State, under an integrated 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 compliance 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 candidate will be a team member in a fast-paced transactional real property practice representing the agency in complex construction and permanent lending and mortgage financing of multi-family affordable housing. The candidate will provide legal counsel primarily to the Office of Community Renewal to facilitate programs such as CDBG, HOME, and manufactured home acquisition and rehabilitation.



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Duties and Responsibilities

- Manage a portfolio of active finance and development projects.
- Conduct loan document review and preparation for closing.
- Counsel the Housing Trust Fund Corporation on issues of corporate governance and with regard to the Public Authorities Law and Reform Act, Open Meetings Law, Private Housing Finance Law and Public Officer's Law to ensure compliance.
- Respond to related Freedom of Information Law requests
- Assist program staff to develop and implement enforcement policy as necessary for the agency units being served.

This position may require travel.

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:

- Law degree and 5 or more years of law practice. Admitted in New York State.
- Experience with public policy, real estate or financing transactions, corporate governance, contracts, procurement, NYS Freedom of Information Act, supportive housing.
- Ability to establish effective working relationships with staff, outside attorneys, and constituents.
- Ability to work under pressure on a wide variety of projects on a given day.
- Excellent oral communication and presentation skills.
- Excellent analytical and legal writing skills.

Instructions for Applicants:

Applicants must include a cover letter and resume for review.

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, cover letter, and writing sample to: 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)