



Homes and Community Renewal

Post-Closing Process Specialist- Single Family Programs

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 Kathy Hochul 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 State's 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.

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 **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four-unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Homeownership and Community Development.



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Job Summary:

Support the ongoing operations of the Post-Closing and Administration units of the Single Family Program.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to:

- Assist in the maintenance of loan files and archives in Single Family file room, vault and digital repositories.
- Assist in the maintenance (receipt, retention, and securitization) of the agency's collateral documents within vault location.
- Receipt and handling of loans purchased approved; confirming and securing of original collateral instruments contained within respective loan(s); perform system update of documents which remain outstanding for loan final approval.
- Upload of Recapture Notification letters to each respective loan purchased within the prior week.
- Conduct monthly paid-in-full process; retrieval and inventory of all collateral loan files paid off monthly for distribution to and processing by Servicing Department.
- Retrieval of Cooperative Share Loan collateral loan file upon request by Servicing Department for closing sales or refinancing.
- Assist in the quality control review of loan documents imaged by outside vendor to ensure quality and integrity of images in accordance with the agency's retention policy.
- Assist in Post-Closing review and update of agency's final collateral document(s) received and/or uploaded to BlitzDocs.
- Communicate with immediate Team Leader and Supervisor relative to problems or issues encountered daily.
- Preparation of boxed files for image scan process.
- Review and report to Team Lead on a monthly basis, on archives of non-essential loan documents scheduled for destruction by outside vendor.
- Complete other duties as requested by supervisor.

Qualifications:

- Knowledge of mortgage documents and agency procedures;
- Good oral and written communication skills;
- Two years college education or equivalent preferred; and
- Working knowledge of Excel and MS Word.

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

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.



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All internal SHA employees(only) are directed to apply via

Nyshcr.sm.internalcandidates@nyshcr.org

Please Include your name in the subject line

[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter

New York State is an Equal Opportunity **Employer (EOE)**