



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!

SUPERVISING SENIOR PARALEGAL

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 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.

DUTIES:

The Supervising Senior Paralegal will be responsible for supervising and training paralegals in the legal department, for assisting attorneys in the legal department with respect to real estate and bond transactions financed by HFA, as well as broad HCR administrative matters. The position requires: (a) supervisory experience; (b) legal research and writing assignments; (c) attending mortgage closings and assisting in-house attorneys and paralegals with all matters relating to such closings, both in advance of and in connection with the actual closing; (d) supervising as well as preparing mortgage closing transcripts; (e) responsible for handling all invoices for services rendered by outside counsel or other vendors who provide services to the legal department and (f) responsible for assisting the lawyer assigned responsibility for Board matters with all tasks associated therewith, including but not limited to, drafting of minutes, preparation of Board books, communications with Board members and staff, scheduling of meetings, record-keeping of board materials, conduct of Board meetings, interfacing with board members, and matters related thereto" and any other tasks deemed necessary by the Counsel or Deputy Counsel. The Supervising Senior Paralegal will also perform legal research for attorneys and assist attorneys in providing routine legal services related to the Agency's loan management and mortgage enforcement efforts for housing projects.



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QUALIFICATIONS:

- BA/BS and Paralegal Certificate preferred.
- Must have at least three (3) years of experience in supervision of paralegals or other office support staff
- Must be well trained in paralegal practices with at least three (3) years of law office experience to include real estate transactional experience such as residential or commercial loan closings, foreclosures, preparation of UCC filings and various real estate documents.
- Ability to multi-task research, assignments, and projects.
- Working knowledge of ACRIS, Lexis Advance, Accurint, Westlaw, and Image Silo.
- Must be self-motivated, a team player, and able to take on responsibilities with supervision.
- Ability to establish effective working relationships with staff and attorneys and outside contacts.
- Good typing, word processing, spreadsheet, and other computer skills.
- Excellent communication, writing, organizational and analytical skills.
- Ability to be precise and good facility in making distinctions.
- Ability to work under pressure.
- Ability to be productive.
- Good attendance and punctuality.
- Licensed as a NYS Notary Public

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:

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

All internal SONYMA/HFA/AHC employees (only) are directed to apply via
internalcandidates@hcr.ny.gov

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)