



***Job Opportunities at New York State Home and Community Renewal
Build a career while building a better community. Rewarding careers in Public Service start here!***

Post-Closing Document Specialist **Single Family Programs**

New York City

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of highquality 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.

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.

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.



Homes and Community Renewal

Position Summary:

Support the ongoing operations of the Post-Closing and Administration units of the Single Family Program. Maintain agency collateral files documents.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to:

- Perform preliminary review of recorded mortgages, assignments, final title policies and other collateral file documents, received daily, for compliance with SONYMA requirements.
- Notify lenders of non-compliant collateral documents to be returned for correction.
- Maintain tracking log of non-compliant collateral documents returned.
- Update internal system loan record of status of final documents received.
- Assist in the maintenance (receipt, retention, and securitization) of the agency's collateral documents within vault and file room locations.
- Assist in Post-Closing review and update of agency's final collateral document(s) received and/or uploaded to BlitzDocs.
- File or retrieve collateral file documents, as needed to maintain records.
- Maintain file inventory tracking records. Support upgrade to digital inventory system.
- Communicate with Team Leader and Supervisor relative to problems or issues encountered daily.
- Log in to the 800-room automated call distribution system during all assigned hours to take incoming calls from the public. Assist with questions/provide requested information to callers as needed.
- Complete other duties as requested by supervisor.

Requirements/Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

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

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned.

What we offer:

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

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)**