



# 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**

New York, 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 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.

**The Office of Legal Affairs** is the legal unit of the Division of Housing and Community Renewal and Housing Trust Fund Corporation 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.

#### **Job Summary**

- Perform legal research related to Section 8 contracts, hearings, court proceedings etc.
- Assist the Section 8 attorney, whose oversight includes the Housing Choice Voucher Program and Performance Based Contract Administration statewide and in New York City.
- Conduct research and draft summaries and provide analysis, collect evidence and prepare documentation for Section 8 hearings and perform due diligence and background reviews for Section 8 contractors and partners.
- Other related duties will be assigned as needed.

#### **Qualifications:**

- BS/BA and 2 years of practice as a legal assistant or paralegal.
  - Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or



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master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience

- Experience with public policy, administration, real estate, housing, land use and/or development, finance, energy, federal funding and procurement, would be beneficial.
- Demonstrates 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.
- Must be proficient in MS Office (SharePoint, Excel, and Word) and Adobe Acrobat Pro.

**[To Apply, Click Here](#)**

#### **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 opportunities available