



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

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 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

The Legal Assistant will provide principal Paralegal and assist with administrative support for the attorneys in the transparency and appeals unit and occasionally in the real property legal unit. They will possess advanced self-starting, time management, organizational, computer programming, and work processing skills.

Job Duties

- Provide principal paralegal and administrative support for the Housing Trust Fund Corporation and the Division of Housing and Community Renewal's Freedom of Information Law (FOIL) unit.
- Provide paralegal and administrative support to several attorneys in the real property legal unit and appeals unit as needed.
- Possess advanced self-starting, time management, and organizational skills; be familiar and proficient with Adobe, computer and word processing; and use the internet to perform legal research and locate cases, statutes, regulations, legislation, recording, tax information and law review articles as requested.



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- Create, organize and maintain MS Access, SharePoint and other databases as needed by the unit with the assistance of the IT unit.
- Assist with management of FOIL requests and document discharges for the Housing Trust Fund Office of Asset Management.
- Assist, as needed, on HTFC mortgage closings including but not limited to document review and collection as well as assembling and archiving of permanent legal closing binders for the unit.
- Familiarity with real property closings and the document recording process.
- Familiarity with NYS Freedom of Information Law (FOIL) procedures.

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 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