



***Job Opportunities at New York State Home and Community Renewal***  
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## **Post-Closing Document Specialist**

New York State Homes and Community Renewal (HCR) is the State’s affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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 **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.

### **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.



## Homes and Community Renewal

- 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; and
- Functional knowledge of Excel and MS Word.

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

All internal SONYMA/HFA/AHC employees (only) are directed to apply via

[internal.candidates@hcr.ny.gov](mailto:internal.candidates@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)**