



Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Legal Assistant

Albany, NY

Possible Hybrid Workplace Opportunity

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.

A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities.

The Office of Legal Affairs is the legal unit of the Division of Housing and Community Renewal 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 Duties:

- Provide principal paralegal and administrative support for a fast-paced team of real estate transactional, and appeals attorneys.
- Assist with originating and refinancing transactions for Housing Trust Fund Corporation (HTFC) multi-family affordable housing projects, conduct background checks for entities entering into agreements with HTFC and DHCR, as well as assist with the refinance document preparation of discharges and assignments of loan documents as well as assist with management of FOIL requests.
- Assist on HTFC mortgage closings - conducting document collection and review. Assemble and archive permanent legal closing binders for the unit.
- Assist Governance Counsel with administrative tasks such as preparing board books and minutes.
- Legal Assistant will also provide paralegal and administrative support to the Freedom of Information Law team.
- Legal Assistant will also provide paralegal and administrative support to the Mitchell Lama Appeals teams, as needed.



Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

- Other tasks may be assigned based on the needs of the unit.

Minimum Qualifications:

- Bachelor's degree and two years of relevant experience
- 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.
- Possess advanced self-starting, time management, and organizational skills.
- Proficient with Adobe products and Microsoft Office Suite
- Ability to perform legal research and locate cases, statutes, regulations, legislation, tax information and law review articles, as requested.
- Proficient in database management including MS Access and SharePoint
- Familiarity with real property closings and the document recording process.
- Experience with NYS FOIL procedures preferred.
- Notary is preferred, not required.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

What we offer at NYSHCR:

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits with the New York State & Local Employees' Retirement System](#).
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave

About New York State Homes and Community Renewal:

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,



Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

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, construction, 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.

[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)