



## 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!*

### **COUNSEL TO MORTGAGE INSURANCE FUND/ DEPUTY COUNSEL-COMPLIANCE**

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.

#### **JOB SUMMARY**

Reporting to the HCR Counsel and to the Senior Vice President ("SVP") of the Mortgage Insurance Fund ("MIF"), the incumbent performs as the chief legal officer for the MIF and as a senior agency attorney with responsibilities for a range of management, administrative and special projects in the Office of Legal Affairs.

#### **RESPONSIBILITIES:**

The incumbent fulfills a dual role. She/he reports to the SVP for MIF on MIF matters, and to Counsel on a range of OLA legal matters. Responsibilities include but are not limited to:

- Assists the Counsel on a broad range of legal and OLA management issues including with respect to compliance and procurement
- Supervision of legal staff in the areas of procurement and FOIL
- Assist the Counsel with development and administration of legal departmental and policy initiatives.

- Assists the Counsel in spearheading legal responses to special projects and coordinate matters involving one or more HCR Office of Legal Affairs units.
- Support the Counsel on matters of corporate governance for the Agencies.
- Responsible for management and administration of legal affairs and legal matters of the MIF.
- Advises SVP of MIF as to legal structure of multi-family rental and cooperative loans, including mixed use loans which have been proposed for mortgage insurance.
- Supervises preparation of MIF commitments.
- Responsible for preparation of materials for presentation to the Mortgage Insurance Committee of the Board of Directors and draft MIF-related Board resolutions. Provide advice and counsel concerning MIF governance issues to the Board and its committees, the Counsel and the SVP for MIF.
- Prepares and supervises the completion of legislative submissions with regard to matters involving the MIF
- Supervises MIF Associate Counsel and Assistant Counsel.
- Assists the SVP for MIF in the development, administration and reporting of policies, procedures, and guidelines required for proper administration of the MIF.
- Provides legal opinions for lenders and underwriters in municipal bond-financed mortgage transactions.

#### **QUALIFICATIONS:**

- Admitted to the practice and in good standing in New York State
- At least 10 years of experience including experience with commercial or multi-family real estate finance, mortgage insurance, credit enhancement, secured transactions, construction lending and/or mortgage loan portfolio management and single family pool insurance
- Experience working with government
- Ability to establish effective working relationships with staff and outside attorneys
- Managerial and/or supervisory experience
- Ability to work under pressure
- Excellent oral and written communication skills
- Proven record of productivity and reliability

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

#### **What we offer:**

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

All internal SONYMA/HFA/AHC employees(only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@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)