



Homes and Community Renewal

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Associate Counsel

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 Summary:

Associate attorney will be a team member in a fast-paced transactional real property practice representing the agency in complex construction and permanent lending and mortgage re-financing of multi-family affordable housing.

Job Duties:

- Knowledge of state and federal housing programs, be familiar with statutes and regulations effecting the programs and be capable of applying those laws and rules when negotiating and drafting agreements, legal contracts and documents for the multiple program areas of capital development, community renewal and housing preservation.
- Manage a portfolio of active projects in need of refinancing, workouts and or restricting as well as finance and development projects and shall conduct document review for closing.
- Assist program staff to develop and implement enforcement policy as necessary for the agency units being served.
- Supervise attorneys and/or legal staff as well as assisting with the assignment of re-finance assignment within the HTFC portfolio.



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- may work on confidential material and assist with the implementation of policies and procedures as it applies to the various funding sources;

Minimum Qualifications:

- Admission to the New York State Bar and four years of experience in the practice of law.
- Additional skills and experience to help to further our mission and accomplishing the state's housing goals include experience with public policy, administration, real estate, finance, procurement, NYS Freedom of Information Act, supportive housing would be beneficial.

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, 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.



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[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)