



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!

Post Closing Team Leader

New York, 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.

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce which represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

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:

Under general supervision and direction of AVP Post Closing & Administration provide oversight of Final Documents Team in monitoring the collateral documents received and the review of said documents submitted by SONYMA participating lenders for final approval. . Assess knowledge gap trends; and develop training materials to improve associate skills.

Essential Duties / Responsibilities:

- Provide subject matter expertise for recorded and final documents in accordance with program guidelines.
- Oversee, train and support Document Specialist team performing final document reviews, which include physical and digital collateral documents.
- Coordinate with AVP Post Closing & Administration on Missing Document Code updates.
- Final document review and approval of loans in receipt of recorded instruments and title insurance policies as required per agency guidelines.
 - Perform follow up correspondence with Lenders to resolve errors or omissions in collateral documents.



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- Reconcile outstanding final document reports with lenders and coordinate monthly billing process. Responsible for updating agency loan records accordingly.
- Provide AVP Post Closing & Administration and Compliance Officer with quarterly updates of delinquent or non-responsive lenders for escalation.
- Maintain timely and systematic follow-up of all outstanding post-purchase documents due from lenders to SONYMA.
- Communicate deficiencies on physical and electronically submitted loan files, and provide feedback on indexing errors to supervisor for transmission to the vendor.
- Filing and maintenance of monthly billing and reports.
- Reconcile and administer the receipt and processing of Final Document Late Delivery penalty wires received by Accounting from Lenders.
- Update loan status data on computer systems for Final Document loans reviewed.
- Perform quarterly and annual testing of internal controls as it pertains to collateral document receipt and subsequent review, report areas of discrepancies to immediate supervisor.
- Monitor daily activity reports submitted by team members to assess productivity and performance.
- In collaboration with Post Closing Team Leader – Quality Control:
 - Identify trends in document errors and prepare training materials for internal and external stakeholders, including Originations Unit and Participating Lenders.
 - Prepare training materials on new initiatives, programs and regulations for internal and external stakeholders.
 - Conduct bi-weekly training sessions with internal and external stakeholders via teleconference.
- In collaboration with Post Closing Team Leader – Administration:
 - Support maintenance of file room and vault.
 - Support retrieval of paid in full loan files.
 - Update loan records with status.
- Communicate with escalations, problems and/or issues for resolution to supervisor.
- 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:

- Real Estate paralegal experience preferred.
- Experience with mortgage documents and practices.



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- Ability to analyze and understand mortgage transactions.
- Ability to communicate effectively both orally and in writing.
- Attention to detail and high level of accuracy.
- Strong MS Office skills. MS Excel skill, a plus.
- Minimum 2 years college education or equivalent preferred.

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

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 opportunity for dedicated professionals

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