



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!

Associate Counsel/Chief of Staff

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 Office of Legal Affairs provides legal advice, counsel and representation to all the Agencies' offices and program areas and ensures that all matters comply 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.

Responsibilities:

- Support the General Counsel in executing initiatives, including those that require the coordination of multiple units within HCR's Legal Department and across the agency;
- Coordinate responses to inquiries from the office of the Commissioner/CEO and other HCR teams;
- Assist the General Counsel with corporate governance matters for HCR's public authorities, including the preparation and review of board-related materials;
- Manage agency rulemaking processes;
- Lead and coordinate responses to time-sensitive items, including legal process matters;
- Support the General Counsel in reviewing and preparing administrative materials concerning the Legal Department, including budget and human resources items;
- Assist in the design and implementation of systems, procedures, and policies, including by identifying and analyzing operational trends and performance, addressing deficiencies in regulatory or statutory compliance, aligning inconsistent practices, and streamlining and reorganizing processes to increase efficiency; and
- Oversee other initiatives as assigned by the General Counsel.



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Who you are:

- Law degree from an accredited law school required.
- Admission to, and member in good standing of, the New York State Bar
- Minimum of 6 years of post-bar experience in affordable housing, with a strong knowledge of government housing programs.
- Excellent oral and written communication skills, including an attention to detail, a commitment to analytical thinking, and a respect for the contributions of colleagues and others.
- Capacity to assume a leadership role and coordinate established and diverse teams, protocols, and policies.
- Proficiency in Microsoft Office and other standard applications.
- Ability to work independently, manage multiple matters at the same time, and achieve deadlines.

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
- Opportunity for compressed/flextime scheduling
- As a New York State employee, you may qualify to participate in the [Federal Public Service Loan Forgiveness Program](#) (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an [accepted repayment plan](#) and while working full-time for an [eligible](#) employer.

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!



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- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of \$650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of \$1300

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.

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)