



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!

Single Family Program Counsel

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 Visnaukas, 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.

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.

Job Summary:

This position provides an outstanding opportunity to work in a vibrant office dedicated to supporting SONYMA's core mission of increasing homeownership opportunities in New York State. The position is part of the Single Family Operations group, primarily providing counsel related to mortgage originations, mortgage insurance, loan servicing, document custody and risk mitigation and related matters. This role provides all-around transactional legal support and advice to Single Family operations.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to:

- Maintain understanding of SONYMA Single-Family Seller/Service Guides (including knowledge of the representations, warranties, covenants and legal remedies) and other contracts, as needed.
- Provide transactional guidance on due diligence items for real estate transactions, including title, leases, ground leases, community land trusts, grants, subsidies, trust documents, CCR's, zoning, cooperative and condo documents.
- Provide transactional guidance on chattel lending program.
- Provide legal guidance on background check escalations for new lender applicants.



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- Ensure loans comply with IRS tax exempt bond program guidelines, mortgage lending regulations, local law, internal policies, approvals and agency requirements.
- Provide legal support in matters of loan enforcement, servicing requests, regulatory compliance, and other matters as needed by Single Family.
- Conduct legal research as needed.
- Support internal and external reporting requirements.
- Respond to third-party subpoenas and government requests for information and documents.

Qualifications:

- Juris Doctor degree, with admission to and good standing in the New York State bar. Additional state bar admissions are a plus.
- 3+ years' experience closing real estate secured transactions, including all aspects of due diligence, title/ survey review, and preparation of mortgage closing documentation.
- Experience with subsidized lending (affordable housing programs)
- Experience with enforcement litigation a plus.
- Strong attention to detail with an ability to multi-task and respond well to pressure and competing deadlines.
- Superior analytical, oral and written communication and presentation skills.

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:

- 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