

Andrew M. Cuomo
Governor



James S. Rubin
Commissioner/CEO

New York State Division of Housing and Community Renewal

Hampton Plaza
38-40 State Street
Albany, NY 12207

JOB OPPORTUNITY POSTING NOTICE

NOTICE NO.: <u>52-2016</u>	STARTING DATE: <u>IMMEDIATELY</u>
POSTING DATE: <u>10/12/2016</u>	REMOVAL DATE: <u>10/27/2016</u>

TITLE & GRADE: Legal Assistant 2 / SG17

NUMBER OF VACANCIES TO BE FILLED: 1

NEGOTIATING UNIT: DC37 **STATUS:** PERM **DURATION:** Full Time

LOCATION & UNIT: New York City / Office of Legal Affairs

SUPERVISOR: Sheldon Melnitsky

DUTIES: The incumbent will provide legal support for the attorneys in the Office of Legal Affairs. Duties would include but are not limited to a preparation of administrative records, review of the court tracking system for imminent calendar appearances, handling of "attorney of the day" calls received from outside the agency, assistance with Mitchell-Lama buyout and refinance applications, delivery and retrieval of documents to/from courts in all five boroughs, writing letters requesting representation from the Attorney General's office, handling of FOIL requests that come into the agency and help with discovery requests received by the agency.

QUALIFICATIONS: Must be immediately reachable on the Civil Service list or eligible for transfer. PLEASE PROVIDE A CURRENT RESUME IF INTERESTED IN APPOINTMENT.

PERSONNEL OFFICE CONTACT: Nancy Farrell
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PHONE: (518) 473-6983
FAX: (518) 486-5007

TO BE CONSIDERED, YOU MUST SUBMIT AN "EMPLOYEE APPLICATION FOR JOB OPPORTUNITY" WITHIN TEN (10) BUSINESS DAYS FOLLOWING THE ABOVE POSTING DATE, TO THE DIRECTOR, PERSONNEL OFFICE. THIS FORM, (ADM-128) IS AVAILABLE ON THE INTRANET OR FROM THE PERSONNEL OFFICE. EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO DISABLED CANDIDATES UPON REQUEST.