



ANDREW M. CUOMO  
Governor

Homes and  
Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

Housing  
Trust Fund  
Corporation

***Build a career while building a better community. Rewarding careers in Public Service start here!***

## **SENIOR ATTORNEY**

***New York State Homes and Community Renewal (HCR)*** fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, *HCR* is a vibrant, innovative Agency that integrates and leverages New York State's housing and housing finance 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 multi-family housing finance, home improvement, rent control, 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, and retirement and family-friendly policies.

**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 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.

### **Duties and Responsibilities include, but are not limited to:**

- Managing the schedule and agenda of monthly board meetings and preparing board materials
- Applying the laws relevant to HTFC including the Public Authorities Law and Reform Act, Open Meetings Law, Private Housing Finance Law and Public Officer's Law to ensure compliance
- Drafting and amending governance policies and procedures, updating corporate records, preparing minutes of meetings, working with program offices on special projects as needed
- Supporting responses to FOIL requests, legal assessments and evaluation of all FOIL requests to determine obligation to respond and preparing responses as appropriate
- Other assignments as required

**Qualifications:**

- Law Degree and 1 or more years of law practice
- Housing background and/or HCR/HTFC experience helpful
- Ability to establish effective working relationships with staff, outside attorneys, and constituents
- Ability to work under pressure on a wide variety of projects on a given day
- Excellent oral communication and presentation skills
- Excellent analytical and legal writing skills

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

**TO APPLY, please send resume and cover letter to: [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)**

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