



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!

Legal Department Coordinator and Project Manager

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo 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.

DUTIES & RESPONSIBILITIES

The Legal Department Coordinator and Project Manager will support the work for the Senior Vice President/Counsel ("Counsel") and the Vice President and Deputy Counsel and will be called upon to perform varied and complex project management and administrative duties and is expected to exercise considerable independent judgement based on a knowledge of Agency programs and procedures.

The incumbent will coordinate and support law department functions such as responses to Freedom of Information Act requests, vetting processes, finance closings, function as administrative/clerical support for the Counsel and Deputy Counsel and independently compose selected correspondence for the signature of the Counsel, as requested.

In addition, the incumbent will serve as the administrative coordinator for Legal Department support staff. In this role, the incumbent will act as office manager for the legal department, coordinating all administrative functions and activities, including assisting the Deputy Counsel in transactional and paralegal assignments.

The incumbent will also serve as the Counsel and Deputy Counsel's primary administrative aide, scheduling and monitoring appointment schedules, screening callers, maintaining calendars, and generally assuring the smooth efficiency of the office, and maintaining the Counsel's files as well as back-up for the Commissioner/President's Senior Executive Assistant.



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QUALIFICATIONS:

- Knowledge of office procedures;
- Ability to work under pressure;
- Five to six years secretarial experience or project management experience, which may include responsibility for documents coordinating the work of colleagues, establishing procedures, scheduling meetings and appointments, and drafting or editing correspondence and;
- Proficiency in WordPerfect and Excel or similar software judgement in dealing with others, the ability to establish effective working relationships, and an excellent attendance record is a critical requirement;
- Excellent oral and written communication skills, and the ability to maintain confidentiality, and give careful attention to detail;
- Some college a plus.

This job description is not intended to be all inclusive, and an employee will also perform 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.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)