

## Senior Attorney (NY HELPS)

**Announcement Posted:**

12/11/2024

**Responses must be hand delivered or postmarked by:**

12/21/2024

**Salary Range:**

\$93,530 to \$117,875

**Location:**

Division of Legal Affairs  
40 North Pearl St  
Albany, NY 12243

**Grade:**

25

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**NON-COMPETITIVE QUALIFICATIONS:**

Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Novice level litigation experience where litigation tasks were performed occasionally with some guidance and/or assistance, is required.

**OR**

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are

encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center).

#### COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

#### OR

Reachable on the appropriate eligible list in Albany.

#### Duties of Position:

The selected candidate will serve in the Office of Temporary and Disability Assistance (OTDA) Division of Legal Affairs as part of the Homeless Housing and Assistance Program (HHAP), Housing and Shelter bureau. The HHAP, Housing and Shelter bureau provides legal assistance and support to the programs administering the HHAP, Housing Services contracts and the Division of Shelter Oversight and Compliance (DSOC).

The selected candidate will provide legal assistance and support primarily to the HHAP. That program, with annual budget appropriations of approximately \$128 Million, provides grants and loans to not-for-profit corporations, charitable and religious organizations, municipalities, and public corporations to acquire, construct or rehabilitate housing for persons who are homeless and are unable to secure adequate housing without special assistance. The program is administered by the Homeless Housing and Assistance Corporation (HHAC), a public benefit corporation.

Reporting directly to the Deputy Counsel for the HHAP, Housing and Shelter bureau, the selected candidate will provide a full range of activities in support of the HHAP including legal assistance and support to program administrators and managers in the day-to-day operation of the HHAP. The role of the selected candidate will be similar to that of a commercial lender's counsel and corporate counsel.

Duties of the position include, but are not limited to, the following:

- Legal support and assistance to Counsel for the HHAC, including such matters as corporate governance and operations;
- Drafting or review of procurement documents for HHAP grants and awards, providing legal counsel and advice to the Corporation and program staff at all phases of project development, from the granting of awards through the end of the project operation phase, including preparing for and attending real property closings and resolving contract issues during construction of homeless housing projects;
- Real property transactional responsibilities such as drafting and/or reviewing contracts, loan documents, leases, award or grant agreements, deeds, real estate title documentation and reports; and
- Analysis of legal issues, preparation of memoranda and legal opinions, and review and

analysis of changes in laws, rules, and regulations and their effect on agency programs and the HHAC.

## **Conditions of Employment:**

A full-time permanent or contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

## **Remarks:**

- **Candidates should reference posting 24-290 when submitting your application.**
- **If submitting electronically, please reference posting 24-290 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.