

ASSOCIATE COUNSEL
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This position provides professional legal counsel to the Albany Housing Authority. The incumbent in this position reviews and assists with negotiations of contracts and proposals as well as representing the Housing Authority in all court actions pertaining to lease terminations, evictions, and foreclosures. The incumbent provides legal advice and research services in addition to assisting in the drafting of legal documents, board policies and resolutions and advising staff members on compliance of applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews and assists with negotiation of Housing Authority contracts and proposals as requested;
- Represent the Housing Authority in all court actions related to lease terminations, evictions, voucher subsidy terminations, subsidy terminations, foreclosures and similar matters;
- Provides legal advice in financing the development and acquisition of public and affordable housing including utilization of tax credits, tax exempt bonds and other innovative finance mechanisms;
- Provides legal research services for the Housing Authority and its affiliated entities and organizations;
- In the absence of the General Counsel, attends and provides legal advice at meetings of the Board of Commissioners, and other meetings as assigned;
- Assists in drafting legal documents, board policies and resolutions, and other legal or related documents upon request;
- Keeps abreast of legislation, court decisions, and regulations affecting the Housing Authority;
- Advises Housing Authority staff on compliance with applicable laws and regulations and limit exposure to liability;
- Conducts legal research and prepares reports of various topics as requested by the General Counsel;
- Advises the Housing Authority in various negotiations, grievance hearings, administrative hearings, arbitration or appeals;
- Performs other duties as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of common law and of County, State and Federal laws governing the Housing Authority; consistent with the laws, regulations, policies, and procedures of HUD and NYSHCR;
- Good knowledge of civil court procedures and the rules of evidence;
- Good knowledge of the general functions and administrative functions of the Housing Authority;
- Ability to analyze, appraise, and apply legal principles, facts and precedence to legal problems;
- Good command of language;
- Tact and courtesy;
- Good professional judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year Public Housing experience in the practice of law and graduation from a law school recognized by the State of New York; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS:

Eligibility for a license to practice law in New York State at the time of application. Possession of the license at the time of appointment.

SPECIAL NOTE:

Possession of a valid New York State Drivers' License is required at time of appointment.