



Appeals Unit Agency Attorney

About the Agency:

The New York City Department of Housing Preservation Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

Agency Attorneys are part of the Appeals Unit which conducts federally mandated informal hearings and reviews, which are the mechanisms through which Section 8 and other HPD administrated Program participants/applicants appeal Program decisions.

The Unit is part of HPD, and HPD's Division of Tenant and Owner Resources (DTOR) is responsible for the administration of various rental subsidy programs, including Emergency Housing Vouchers Program (EHV), Project Based Voucher (PVB), Moderate Rehab Section 8, Moderate Rehab Single Room Occupancy (SRO), Continuum of Care (CoC)-Shelter Plus Care (SPC), the Regular and Enhanced Section 8 Program also known as Housing Choice Voucher (HCV), and other housing subsidies.

Agency Attorneys, in the capacity of Hearing Officers, conduct informal hearings and informal reviews concerning terminations and denials of assistance, requests for reasonable accommodations, and other petitions arising from the various rent subsidy programs administered by HPD.

As a hearing officer, you will be part of a team of talented attorneys, hearing representatives and administrative support staff who provide critical legal services to the Agency as it executes the Mayor's ambitious and comprehensive housing framework.

Your Impact:

As the hearing officer for the Appeals Unit, you will determine if Agency determinations comply with Federal, State and City regulations and contribute to emerging HPD policies.

Your Role:

Under supervision of the Director and the Deputy Director, you will be trained to conduct/preside over Informal Hearings and Reviews and ensure proper hearing procedures are adhered to and communicated to all appellants.

Your Responsibilities:

- Under the supervision of the Director and the Deputy Director, you will manage your own caseload, prepare, and review complex legal documents related to rental subsidy program appeals

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

- Research and analyze case law and federal, state, and local statutes and regulations
- Handle complex legal issues by organizing and evaluating all evidence submitted at Hearing/Reviews, thoroughly reviewing the details of each appeal, and researching the applicable laws, rules and regulations and make credibility findings.
- Draft written decisions in a timely and efficient manner (typically under two weeks), which are well-reasoned, clear, comprehensive, and supported by federal regulations and the Agency's Administrative Plans in a fast-paced high-volume environment, generally within fifteen days of the hearing date
- Adjudicate an assigned case load of informal hearings and reviews, performing legal research and analysis, keeping abreast of relevant statutory, regulatory, and internal policy changes
- Fill in with additional hearing days and training of staff whenever needed due to staffing restraints
- Assist with decisions of interests, policy and administrative plan discussions
- Assist with drafting internal memos, rules as manuals and any other special projects if needed

Preferred skills:

- Strong legal research and writing skills
- Excellent analytical and interpersonal skills
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner
- Preference will be given to candidates with experience working for or with government agencies and government programs related to affordable housing development and Section 8 and/or administrative hearings. Prior adjudication of administrative hearings a plus.
- Applicants should have a demonstrated interest in public service and housing law.

Minimum Qualification Requirements:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).
Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.
In addition to meeting the minimum Qualification Requirements:
4. To be assigned to Assignment Level (AL) I, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

How to Apply:

Please go online and apply at WWW.CITYJOBS.NYC.GOV Search for **JOB ID# 633647**

Hours/Shift

Monday - Friday 0900x1700

Work Location

100 Gold Street

Salary range for this position is: \$ 89,753

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies