

Attorney - (24005BU)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Counsel in the Office of the General Counsel!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE (NOT ALL INCLUSIVE):

The Counsel provides legal services and support to EOHLC staff with a primary focus on public benefits and administrative law. This position reports to the Deputy General Counsel. There are 30 employees who work in EOHLC's Legal Division.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Written & Verbal Legal Advice:

- Provides written and oral legal advice concerning federal, state and local law, regulations, guidelines and EOHLC policy to EOHLC staff, with a focus on (a) public benefits, particularly the agency's Emergency Assistance (EA) and HomeBASE Programs, and (b) other matters within the responsibility of the Office of General Counsel, including regulation promulgation, procurement, and analysis and interpretation of statutes, regulations and administrative guidance relating to affordable housing and community development programs.
- Drafts and reviews a variety of legal and administrative documents relative to public benefits law and programs administered by EOHLC including but not limited to emergency shelter and housing stabilization programs.
- Drafts and reviews rules, regulations, guidelines, legal opinions and legislation regarding programs administered by EOHLC.
- Advises Division of Housing Stabilization (DHS) staff in EA eligibility, noncompliance, termination, or other related EA matters, when requested or needed by DHS staff.

2) Administrative and/or Court Proceedings:

- Represents EOHLC in administrative and/or court proceedings related to public benefits programs administered by the agency, including litigation relating to the EA and HomeBASE programs and other litigation as required in which EOHLC is named as a party, interacting with appellants and/or their representatives, appearing in court, and drafting litigation documents.

3) Sample of Other Duties:

- Assists EA program staff in preparing for eligibility and/or compliance determination administrative appeals.
- Assists in procurement tasks and/or projects, including but not limited to reviewing and drafting of procurement and contract documentation.
- Participates in training sessions for EOHLC staff, recipients of EOHLC assistance and local officials.
- Participates in inter-agency working groups and negotiations.
- As necessary, responds to requests for information and public records.
- As necessary, assists program staff with various miscellaneous administrative tasks, such as scheduling, maintenance of dockets and files, preparation of Record on Appeal for the Office of the Attorney General.

PREFERRED QUALIFICATIONS:

1. Good judgment in making decisions and offering advice.

2. Ability to read and comprehend statutes and regulations.
3. Ability to research applicable law, and to draft or orally state understandable, succinct and accurate applications of law to everyday factual situations.
4. Excellent oral and written communication skills.
5. Experience that evidences excellent analytical skills and pro-active problem-solving skills.
6. Computer knowledge and at least intermediate proficiency using Microsoft Word, Excel and PowerPoint.
7. Experience that evidences ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; to complete assignments in a timely and satisfactory manner; and to carry out multiple assignments simultaneously.
8. Knowledge of legal ethics; excellent independent judgment, interpersonal skills and personal integrity.
9. Knowledge of administrative procedures relating to adjudicatory hearings, deliberations and regulations.
10. Knowledge of emergency assistance, housing and/or rental assistance programs.
11. Knowledge of mediation and conflict resolution procedures preferred.
12. Ability to maintain accurate and thorough records and files.
13. Ability to exercise discretion in handling confidential material.
14. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have a Juris Doctor (JD) degree, admission to the Massachusetts Bar and some experience in legal research, legal writing, and legal procedures and processes.

Incumbents may be required to have a current and valid Motor Vehicle Drivers License at a Class level specific to assignment.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Counsel I

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Legal Services

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: May 10, 2024, 9:14:13 AM

Number of Openings: 1

Salary: \$73,566.74 - \$107,580.72 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240005BU>