**Please Circulate and Post**

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| Agency Name: | **Dept. of Housing and Community Development** |
| Official Title: | **Counsel II** |
| Occupational Group: | **Legal** |
| Position Type: | **EX - Exempt from Civil Services** |
| Full-Time or Part-Time: | **Full-Time** |
| Salary Range: | **$62,047.18 to $89,659.18 Annually** |
| Bargaining Unit: | **06** |
| Shift: | **Day** |
| Confidential: | **No** |
| Number Of Vacancies: | **1** |
| City/Town: | **Boston** |
| Application Deadline: | **12-16-2013** |
| Apply Online: | **No** |
| Posting ID: | **J38673 EXT-RES** |

***This position is funded from trust funds collected from various sources.***

**Duties:**

The Counsel II provides legal services and support to Department of Housing and Community Development (DHCD) staff and recipients of DHCD financial and technical assistance, with a focus on public benefits, as well as real estate development, affordable housing finance programs and/or community development block grants.  
  
Specific duties include:  
  
1) Provides written and oral legal advice concerning federal, state and local law, regulations, guidelines and DHCD policy to DHCD staff and recipients of DHCD financial and technical assistance, with a focus on public benefits, as well as real estate development, affordable housing finance programs and/or community development block grants.   
  
2) Provides written and oral legal advice to DHCD staff and recipients of DHCD assistance relative to compliance with applicable federal, state, and local laws, regulations and guidelines and DHCD policy.  
  
3) Assists EA program staff in preparing for eligibility and/or compliance determination administrative appeals.  
  
4) Drafts and reviews rules, regulations, guidelines, legal opinions, legislation, and other legal and administrative documents related to programs administered by DHCD, particularly public benefits programs.  
  
5) Designs and participates in training sessions for DHCD staff involved in the administration of public benefits programs.  
  
6) Drafts and reviews and/or negotiates contracts, grant agreements and a variety of other legal and administrative and transactional documents relative to programs administered by DHCD to ensure compliance with applicable federal, state, and local laws, regulations and guidelines and DHCD policy.  
  
7) Designs and participates in training sessions for recipients of DHCD assistance and local officials, and participates in inter-agency working groups and negotiations.  
  
8) Assists the Attorney General in litigation wherein DHCD is named as a party, including the preparation of affidavits, briefs and related Court papers and research of relevant issues.  
  
9) Works with outside counsel who are providing legal services to DHCD in transactions or litigations.  
  
10) Represents DHCD before a variety of judicial, quasi-judicial, and administrative tribunals on inter-agency working groups.  
  
11) Reviews statewide and national developments in affordable housing and fair housing law.  
  
12) As necessary, responds to requests for information and public records.  
  
13) Other duties as required.

**Qualifications:**

Entrance Requirements:   
  
Applicants must have a Juris Doctor (JD) degree, admission to the Massachusetts Bar and (A) at least three years of full-time, or equivalent part-time, professional experience in the practice of law.  
  
Incumbents may be required to have a current and valid Motor Vehicle Driver’s License at a Class level specific to assignment.   
  
In addition to the requirements listed for the Counsel Level I, incumbents must have the:  
  
1. Ability to lead or work with cross-functional project teams.  
  
2. Ability to manage multiple projects and project teams.  
  
3. Ability to exercise discretion in safeguarding information through compliance with rules of disclosure.  
  
4. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates, and available resources; controlling work through periodic reviews and/or evaluations; determining the need for and recommending disciplinary action.

**Preferred Qualifications:**

PREFERRED QUALIFICATIONS  
  
1) Strong academic credentials.  
  
2) Good judgment in making decisions and offering advice.  
  
3) Ability to research applicable law, and to draft or orally to state understandable, succinct and accurate applications of law to everyday factual situations.  
  
4) Experience that evidences excellent analytical skills and proactive problem solving skills.  
  
5) 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.  
  
6) Knowledge of judicial ethics, excellent independent judgment, interpersonal skills and personal integrity.  
  
7) Ability to exercise discretion and sound judgment.  
  
8) Knowledge of laws and regulations related to Emergency Assistance Program and HomeBASE program.  
  
9) Extensive experience with litigation in Massachusetts, in particular with temporary restraining orders and motion practice.   
  
10) Knowledge of state and federal public benefits laws, regulations and case law.  
  
11) Knowledge of mediation and conflict resolution procedures.  
  
12) Ability to maintain accurate and thorough records and files.  
  
13) Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated   
  
QUALIFICATIONS REQUIRED AT HIRE   
  
1) Knowledge of theory, principles and practices   
of law.  
  
2) Knowledge of procedures followed in courtroom and administrative proceedings.  
  
3) Knowledge of the methods and ability to conduct legal research and technical report writing.  
  
4) Ability to read and interpret legal documents and apply the law, rules and regulations governing agency operations.   
  
5) Ability to exercise discretion and sound judgment.  
  
6) Ability to interact effectively with diverse groups of people.  
  
7) Ability to communicate effectively, both verbally and in writing, to clearly and concisely express thoughts and develop ideas in a logical manner.  
  
8) Ability to use a computer to conduct research, manage databases, and produce written documents.  
  
9) Ability to lead or work with cross-functional project teams.  
  
10) Ability to manage multiple projects and project teams.  
  
11) Ability to exercise discretion in safeguarding information through compliance with rules of disclosure.  
  
12) Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates, and available resources; controlling work through periodic reviews and/or evaluations; determining the need for and recommending disciplinary action.

**How To Apply:**

Please mail 2 copies of both your cover letter and resume referencing CEO ID J38673 EXT RES number to:   
  
Department of Housing and Community Development   
Human Resources Department  
**Reference: Staff Counsel**  
100 Cambridge Street, Suite 300  
Boston, MA 02114-2524  
  
Fax: (617) 573-1299  
TTY: (617) 573-1140  
  
To ensure consideration, resume and cover letter must be postmarked by midnight on the deadline date. Please reference posting ID number on all correspondence.

**Agency Web Address:**

<http://www.mass.gov/dhcd/>

**Diversity Officer:**

Ms. Nancy DePaul, (617) 573-1100

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