

**Counsel I - (190006CP)**

**Official Title:** Counsel I

**Functional Title:** Counsel I

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

**Job:** Legal Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Aug 9, 2019, 12:06:27 PM

**Number of Openings:** 1

**Salary:** \$63,780.86 - 92,381.90 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

The Department of Housing and Community Development (DHCD) is seeking a Counsel I to provide legal services and support to DHCD staff with a primary focus on state-aided public housing and administrative law.

The ideal candidate possesses exceptional analytical and communication skills, takes initiative, and has demonstrated ability managing and prioritizing multiple assignments and meeting tight deadlines. He/she has excellent writing, legal research, and advocacy skills, with good judgment in making decisions and offering advice. The ideal candidate has knowledge of the Department's state-aided public housing programs; knowledge of affordable housing, and community development programs is also a plus. Lastly, he/she has demonstrated proficiency using Microsoft (MS) Word and Excel.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. Under the supervision of the Counsel IIs, Counsel IIIs or Managers, provides written and oral legal advice to DHCD staff about applicable federal and state laws and about regulations and guidelines, with a particular emphasis on state-aided public housing.
2. Drafts and reviews program-related contracts, grant agreements, and a variety of other legal documents, including proposed revisions to DHCD regulations.
3. Serves as the hearing officer and conducts G.L. c. 30A adjudicatory hearings on applications for state aided housing, tenant grievances and matters concerning recognition of legal tenant organizations where required by program regulations and renders detailed written decisions in a timely manner, identifying the pertinent facts and applying the laws to the facts.
4. Represents DHCD in administrative and/or court proceedings related to public benefits programs administered by the department, including litigation relating to the EA programs and other litigation as required in which DHCD is named as a party, interacting with appellants and/or their representatives, appearing in court, and drafting litigation documents, when primary Counsel for these programs is not available.

5. Assists the Attorney General in litigation in which DHCD is a party, including the preparation and/or review of affidavits, briefs, and related court papers.

6. Other duties as assigned

**PREFERRED QUALIFICATIONS:**

1. Strong academic credentials.

2. Good judgement in making decisions and offering advice.

3. Ability to read and comprehend statutes and regulations.

4. Ability to research applicable law, and to draft or orally state understandable, succinct and accurate applications of law to everyday factual situations.

5. Excellent oral and written communication skills.

6. Experience that evidences excellent analytical skills and pro-active problem solving skills.

7. Strong computer knowledge and skills including, at a minimum, Microsoft Word and Excel.

8. 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.

9. Knowledge of judicial ethics, excellent independent judgment, interpersonal skills and personal integrity.

10. Knowledge of administrative procedures relating to adjudicatory hearings, deliberations and regulations.

11. Knowledge of housing and rental assistance programs, as well as the law of evidence.

12. Knowledge of mediation and conflict resolution procedures preferred.

13. Ability to maintain accurate and thorough records and files.

14. Ability to exercise discretion in handling confidential material.

15. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.

16. Occasional evening and/or weekend work may be a part of this position.

17. Ability to serve as a hearing officer.

**MISSION STATEMENT**

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS/SALARY RANGE**

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 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.

**Please include a writing sample with your application.**

**Please attach a resume when applying for this position.**

**QUALIFICATIONS**

**First consideration will be given to those applicants that apply within the first 14 days (by 08/23/19)**

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 Driver's License at a Class level specific to assignment.

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

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100**

**HOW TO APPLY**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=190006CP>