

Governor's Office of Storm Recovery

Sr. Paralegal (Real Estate) – 1 in Long Island & 1 in Staten Island

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

Position Summary

The Sr. Paralegal will support a team of seven attorneys in the Governor's Office of Storm Recovery throughout all phases of legal research, transactional work, including the preparation of documents necessary to comply with all applicable federal, state and local regulations. One of Paralegal positions is based in Melville, Long Island and the other is based in Staten Island, NY, however weekly travel to downtown Manhattan headquarters may be required. Primary emphasis of the position is on all aspects of real estate practice, and the ability to use paralegal experience in a variety of real estate scenarios including closings, title transfer, municipal transfers. Positions report to the Deputy Director of Buyouts and Acquisitions, however, all legal personnel have a dual reporting role to the General Counsel of GOSR as necessary.

Duties include, but are not limited to:

- Case management of real estate files from inception to closing. Including, but not limited to, preparation of files for closing, HUD 1, cost break down, document preparation and comprehensive analysis that file documents are complete before and after closing.
- Conducting legal research on relevant statutes, court decisions, legal articles and other writings.
- Investigating and fact-finding in order to authenticate or validate information.
- Assisting in preparing legal documents, motions, contracts and sundry agreements.
- Organizing, indexing and tracking files.
- Analyzing and organizing information to produce reports.
- Monitoring and reviewing government regulations for completeness.
- Providing administrative support for attorneys and staff as needed.
- Collaborating with attorneys from various departments in the GOSR general office as necessary.
- Ability to be flexible in taking on a variety of tasks as needed by the office to achieve deadlines.

Qualifications

- Must be a NY State resident or able to relocate to NYS
- Ability to travel from Long Island and Staten Island to NYC headquarters
- A Bachelor's degree or equivalent work experience
- A minimum of 5 years' experience in a paralegal position

- Strong background in real estate paralegal work, including pre-closing documentation, closing preparation and title completion.
- Excellent organizational and logic skills.
- Familiarity with legal databases.
- Ability to multi-task and perform on deadline
- Proven ability to multitask and work in a fast paced environment
- Proficient in Microsoft Word, Excel, Lexus Nexus
- Ability to work independently and as part of a team.

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.