

**Title:** Attorney

**Job Type:** Non-Exempt  Exempt

**Division:** Legal

**Job Grade:** 7

**Reports to:** Deputy Executive Director and  
Chief Counsel

### **Job Purpose**

Provides legal services and advice to the Pennsylvania Housing Finance Agency (PHFA) for implementation of Federal and State laws regarding the creation and preservation of affordable housing for the residents of the Commonwealth of Pennsylvania.

### **Essential Functions**

1. Primarily draft and negotiate documents for Low Income Housing projects that have agency financing, funds and tax credits.
2. Serve as Counsel in representing PHFA in Court and Administrative Hearings.
3. Directly advise and counsel PHFA employees in interpreting and enforcing Federal and State laws pertaining to affordable housing.
4. Serve as Counsel in Agency meetings and discussions with Agency constituents and their counsel.
5. Respond to written and telephone inquiries from business partners, the public and legislators regarding Agency related issues.
6. Review Agency contracts for form and legality prior to execution by the Agency.
7. Respond to subpoenas for Department confidential documents and represent Department staff subpoenaed for deposition or other testimony.
8. Prepare civil and criminal referrals for the Chief Counsel for review of Office of General Counsel and the Office of Attorney General.
9. Anticipate, propose and draft legislative, regulatory and policy language to further implement and/or amend the various statutes which affect the Agency.

10. Advise and assist the Chief Counsel in analyzing proposals, situation, litigation, and other matters which involve the operations and responsibilities of the Agency.
11. Advise and counsel the Agency regarding proposed legislation.
12. Other duties as assigned

### **Job Requirements**

**Education:** Juris Doctorate, Law Degree

**Experience:** Experience in real estate and property matters, mortgage and real estate financing, consumer transactions, commercial transactions, securities, taxes, general corporate matters, and related areas of practice.

**Knowledge/ Skills:**

1. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
2. Must be able to work under pressure, handle stress, balance priorities and meet competing deadlines, while maintaining a positive attitude and providing exemplary customer service.
3. Must be very organized and able to multitask effectively.
4. Ability to work independently and to carry out assignments to completion within parameters of instructions given, and prescribed policies and procedures.
5. Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
6. Must be able to communicate clearly on telephone and in writing

**Licenses/ Certifications:** Must be licensed to practice law in Pennsylvania.

### **Travel**

None       Light       Frequent       Other:

### **Working Conditions**

**Physical Demands:**  Lifting/Carrying  Walking  Sitting  Standing  Other