

## **Counsel I - (220008BI)**

**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:** Jul 14, 2022, 3:32:12 PM

**Number of Openings:** 1

**Salary:** \$68,016.52 - \$98,517.12 Yearly

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

**Confidential:** No

The Counsel I in DHCD's Legal Division provides legal services and support to the Housing Appeals Committee (HAC), in the conduct of hearings, researching and preparing draft decisions and legal memoranda. The Counsel I also provides legal services and support to DHCD staff. There are 26 employees who work in DHCD's Legal Division.

The ideal candidate has at least 4 years' experience in the practice of law, a significant portion of which is related to real estate development, zoning and permitting, adjudicatory hearings, and M.G.L. c. 40B. They possess exceptional analytical and communication skills, take initiative, and have demonstrated ability managing and prioritizing multiple assignments and meeting tight deadlines. They have excellent writing, legal research, and advocacy skills, and possess good judgment in making decisions and offering advice.

### **AGENCY MISSION:**

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.

### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

#### **RESEARCH AND DRAFT LEGAL OPINION**

- Performs legal research and drafts memoranda, decisions, orders, rulings, regulations, guidelines, reports, correspondence, and other written materials for the Housing Appeals Committee.
- Drafts detailed written rulings and decisions identifying the pertinent facts and applying the law to the facts.
- Drafts and/or reviews rules, regulations, guidelines, legal opinions and legislation regarding programs administered by DHCD.

#### **WRITTEN AND VERBAL LEGAL ADVICE**

- Provides appropriate advice to counsel and litigants appearing before the Housing Appeals Committee.
- Provides written and oral legal advice to DHCD staff, the Housing Appeals Committee, and recipients of DHCD assistance relative to compliance with applicable federal, state, and local laws, regulations and guidelines and DHCD policy.
- Provides written and oral legal advice concerning federal, state and local law, regulations, guidelines and DHCD policy to DHCD staff, with a focus on analysis and interpretation of statutes, regulations and administrative guidance relating to housing development, land use, and affordable housing.

### **HAC LIAISON**

- Acts as liaison to the Office of the Attorney General in Housing Appeals Committee cases, preparing documents as necessary.

### **HEARINGS OFFICER**

- May conduct adjudicatory hearings pursuant to M.G.L. c. 40B and c. 30A.

### **OTHER**

- Reviews statewide and national developments in affordable housing law.
- As necessary, assists the Housing Appeals Committee Docket Clerk 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.
- As necessary, responds to requests for information and public records.

### **PREFERRED QUALIFICATIONS:**

- Good judgment in making decisions and offering advice.
- Ability to read, comprehend and interpret statutes and regulations.
- Ability to research applicable law, and to draft or orally to state understandable, succinct and accurate applications of law to everyday factual situations.
- Excellent oral and written communication skills.
- Experience that evidences excellent analytical skills and pro-active problem-solving skills.
- Strong computer knowledge and skills including, at a minimum, Microsoft Word, Excel and PowerPoint.
- 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.
- Knowledge of judicial ethics; excellent independent judgment, interpersonal skills and personal integrity.
- Knowledge of M.G.L. c. 40B and related regulations and case law.
- Knowledge of M.G.L. c. 30A, and administrative procedures relating to adjudicatory hearings, deliberations and regulations.
- Knowledge of zoning, environmental, and land use law, as well as the law of evidence.
- Knowledge of real estate development and affordable housing finance programs.
- Knowledge of mediation and conflict resolution procedures.
- Ability to maintain accurate and thorough records and files.
- Ability to exercise discretion in handling confidential material.
- Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.
- Ability to serve as a hearing officer.
- At least 4 years' experience in the practice of law, a significant portion of which is related to real estate development, zoning and permitting, adjudicatory hearings, and M.G.L. c. 40B.
- Occasional evening or weekend work may be required as part of the regular duties of this position.

### **COMMENTS:**

**Please attach a resume, cover letter and writing sample with your application.**

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>

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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.

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254**

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

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=220008B1>