
**BUFFALO URBAN RENEWAL AGENCY
NOTICE OF VACANCY**

JOB TITLE: Loan Specialist Aide

HRS. OF WORK: 8:30 A.M. – 4:30 P.M.

SALARY: 19U \$44,233

LOCATION: 315 CITY HALL

GENERAL STATEMENT OF DUTIES:

Under the direction of the Deputy Director of Housing, the incumbent independently assists in performing routine loan program related duties in support of all programs funded under municipal, state and federal guidelines including, but not limited to the following: assists in the review of applications at intake to ensure proper completion and documentation (i.e. checks for verification of employment or other sources of income, financial reports, bank statements, tax returns, property tax information, credit reports, appraisals, title reports and other documentation as needed); prepares amortization payment schedules, types, sorts, indexes and files loan closing documents; assists in the review of technical packages for conformity with federal, state and or city ordinances and review all other loan requests submitted for compliance with program guidelines.

Assists in the preparation of encumbrance packages to provide for commitment of funds; ensures collection of updates for all tax payments documentation prior to closing; assists in the preparation of necessary paperwork for loan closings; reviews and checks loan closing files for signatures on loan closing documents.

Performs routine clerical work in support of all aspects of loan program activity requiring operation of a computer. Provides support to instructors during training sessions.

Does other duties as required.

MINIMUM QUALIFICATIONS:

Associates Degree from an accredited two year college or technical institute in the field of business management, public administration or a related field, and three (3) years of full time experience in a field of housing, real estate, or mortgage banking, or;

Graduation from high school supplemented by courses in accounting or banking, public administration, business management, or a related field and six (6) years of full time experience in the field of housing, real estate or mortgage loan banking.

NOTE: Bachelors or Masters Degree may be substituted for three years of experience as stated above.

RESIDENCY REQUIREMENT

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 6 months of starting date of employment.

CLOSING DATE: Friday, December 9 at 4:30 P.M.

All resumes must be received within 10 business days of the posting date of Monday, November 28, 2016. Please submit to bura@city-buffalo.com (preferred) or via mail to:

**Scott Billman, Counsel
Buffalo Urban Renewal Agency
920 City Hall
Buffalo, NY 14202**

NOTE: This position is part of organized labor in a non-competitive class as CSEA Erie Local 815-BURA Unit with CBA benefits such as NYS Pension and health and dental insurance. Additional information will be provided during the interview process and at orientation upon date of hire.

Revised: 4/6/2016