

Housing Authority of the City of East St. Louis

Job Description

Title: Staff Attorney

Salary: \$71,321.00 (Exempt)

Reports To: Executive Director

Position Description:

The Staff Attorney is responsible for completing landlord-tenant legal work for assigned portfolios and properties, including notices to vacate, notices of termination, lease violations, summary process and evictions, and other legal work as assigned

Essential Duties:

- Represents ESLHA properties and/or portfolios in landlord-tenant legal matters, and in complaints or investigations involving the various local, state and federal agencies.
- Prepares and distributes reports to asset managers and senior staff regarding current cases and matters in any and all courts, as well as changes to landlord tenant laws and procedures.
- Drafts, reviews and negotiates commercial leases, management agreements, licenses, Union, and related contracts,
- Provides compliance oversight, including conducting reviews of management offices to ensure compliance with ESLHA procedures (rent collections, receipts, property logs, check processing, etc.) at the direction of senior staff.
- Drafts affirmative fair housing marketing plans, tenant selection plans and other property specific documents for new developments and rehabs.
- Prepares and submits local, state and federal housing agency reports and required filings.
- Advising Researching and anticipating unique legal issues that could impact the Company.
- Assist Human Resources (HR) in conducting disciplinary investigations, advising on legal risks, and the legal liabilities associated with HR matters.
- Performs special assignments as needed, or as requested, by senior staff.

- Perform other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job, and the employee is available to work during non-business hours as need.
- Demonstrate the ability to make sound decisions in accordance with HUD regulations and ESLHA rules and policies. Strong attention to detail.
- Excellent negotiation skills. Effective verbal and written communication with internal and external stakeholders.
- Knowledge of HUD regulations, federal, state and local laws.

Qualifications:

Education: Law Degree from an accredited school or university. Admitted to practice in the State of Illinois.

Experience: Minimum of 3 years experience, 5 years preferred, Landlord Tenant law preferably in public housing or similar government entity.

Special Skills: Working knowledge of HUD regulations or the ability to ascertain understanding in a timely and efficient manner. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

Other

Requirements: Maintain a valid driver's license and a safe driving record.

Submit Resume to:

eslha-hr@eslha.org or online at: www.eslha.org

East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.