

## Paralegal – Homeownership Programs

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Paralegal – Homeownership Programs to build upon their 50+-year leadership in housing finance.

### Summary:

Provides paralegal support to the Authority's Associate Counsel – Homeownership Programs. Must be skilled to operate with minimal supervision and has primary responsibility for providing prompt, accurate and thorough paralegal support to the Authority's Homeownership Department with respect to all Homeownership Department initiatives.

### Essential Functions:

Serves as the sole and lead paralegal for the Authority's Homeownership Department with respect to all Homeownership Department initiatives, ensuring all Homeownership Department initiatives are adeptly handled.

Serves as the sole and lead paralegal for matters involving the Authority's master servicer, subservicer, third party lender network entities, Fannie Mae, Freddie Mac, Ginnie Mae and other applicable agencies and organizations.

Serves as the sole and lead paralegal when outside legal counsel is engaged by the Authority to work on AC-HO related matters, including matters related to purchase price and income limits.

Serves as the sole and lead paralegal and works closely with the Authority's Homeownership Department and Finance/Accounting Department with respect to distressed single-family assets.

Coordinates as appropriate with other Authority Departments, including but not limited to Finance and Accounting with respect to any cross-functional duties or programs related to the Authority's portfolio of single-family assets.

Responsible for managing all required due diligence submissions for Homeownership Department transactions. This includes the collection and organization of documentation and the initial review of due diligence showings along with reporting the status of the various showings to the Associate Counsel – Homeownership Programs. When applicable, manage and track all post closing and final closing submissions required for the preparation of a complete transaction file.

### Education and Experience Requirements:

Must have an associate's degree or equivalent experience; paralegal certificate preferred, bachelor's degree a plus. Experience with M.E.R.S. preferred. Must have:

- At least 3-5 years of experience working as a paralegal.
- Registered (or eligible to be registered) as an Illinois Notary Public.
- Excellent organizational and writing skills.
- Excellent communication skills.
- Excellent problem-solving skills.
- Demonstrated ability to work productively and professionally with a broad range of internal and external stakeholders.

Excellent benefits package, including 401 (k); immediate vesting. EOE To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=439676&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=439676&source=CC2&lang=en_US)

