POSITION DESCRIPTION							AG	AGENCY/DEPT ID HFA 500000				
DIVISION OR INSTITUTION UNIT OR OFFICE Legal								COUNTY OF EMPLOYMENT Franklin				
This row is for Information Technology classifications ONLY				PRIMARY TECHNOLOGY (IT ONLY)				SE	SECONDARY TECHNOLOGY (IT ONLY)			
		Reclassifica		New Position Update				TITI C	Position Hyperlinked to  Agency Organizational Tree E OF IMMEDIATE SUPERVISOR			
	Asso	Associate Counsel 20067295 Administrat						tive S	ve Staff- Assistant Chief Legal Counsel			
SER		Permanent Temporary	☐ Class	ified Overtime: ☐ Eligible ☒ Exem					ot			
1UMB 343		Intermittent	⊠ Uncla	ssified If FLSA Exempt, exemption type: Professional				ype:	Page 1 of 2		2	
POSITION NUMBER 20067343		NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm										
iso	JOB DESCRIPTION AND WORKER CHA							ARAC				
Δ.	% 30	11				Importan	ce urative instrum	4-	Knowledge, Skills & Abilities  Knowledge of: (13b) Agency Policies &			
JOB TITLE ADMINISTRATIVE STAFF		Agency (OHFA), Office of Multifamily Housing, related to its Housing Development Assistance Programs (e.g., National Housing Trust Fund, Ohio Housing Trust Fund, HOME Investment Partnerships Program), Housing Development Loan Program, Multifamily Lending Program, Risk Share Lending Program, and other lending programs administered by OHFA (e.g., loan agreements, mortgages, restrictive covenants, promissory notes, assignments, amendments, and releases that all loan documents, curative instruments, amendments, and releases incorporate all relevant legal requirements, are free from defect, are enforceable & create secured interest held by OHFA.  Structure & Proces Federal)*, (23) Law Code, Ohio Admini of Federal Regulati Loan Program, all cloan programs, (Ki Vision & Goals*; Skill in: (25b) Word MS Suite), (29) Equipment); Ability to: (30l) ded data, establish fact clusions, (31e) calci imals & percentage deeds, leases, wills contracts, (33e) gafy information about things, (34f) handles							HFA)*, (14) Gcess (e.g., Scess	ills, mortgages &/or gather, collate & classi- out data, people or dle sensitive inquiries with officials & general		
JOB CODE 99580	Assists Chief Legal Counsel in defining and implementing legal policies and procedures across agency: handles administrative matters involving legal requirements; drafts opinions and provides interpretation of Ohio Revised Code, Ohio Administrative Code (OAC), United States Code, Code of Federal Regulations, and all other legal requirements governing OHFA programs; provides full range of legal advice and services; reviews and approves various agreements or documents for signature by OHFA Executive Director; assists with litigation proceedings; reviews new legislation to keep department apprised of significant statutory changes relating to OHFA; drafts legislation and OAC Rules when required; answers legal inquiries from government officials and general public; assists staff in resolving complex questions of law; prepares and delivers legal training for OHFA personnel; reviews, complies, and.  List Position Numbers & Job Titles of Positions Directly Super-  SIGNATURE OF AGENCY REPRESENTATIVE											
	vised:						Beag	ele/jcg	6/26/2025			
							0	.00				

POSITION DESCRIPTION							AGENCY/DEPT ID HFA 500000				
	N OR	INSTITUTION						COUNTY OF EMPLOYMENT Franklin			
This row is for Information Technology classifications ONLY			PRIMARY TECHNOLOGY (IT ONLY)				SECO	SECONDARY TECHNOLOGY (IT ONLY)			
		Reclassification	New Position Update					Position Hyperlinked to  Agency Organizational Tree			
		AL WORKING TITLE O ciate Counsel		N NO. AND TITLE OF IMMEDIATE SUPE 5 Administrative Staff- Assistant Chief Leg							
3ER		Permanent									
POSITION NUMBER 20067343		Temporary Intermittent ⊠ Uncla	ssified If FLSA Exempt, exemption type: Professional				pe:		Page 2 of	2	
IТIО 200	NORMAL WORKING HOURS (Explain unusual or rotating shift):										
POS	FROM: 8:00am TO: 5:00pm  JOB DESCRIPTION AND WORKER CHARACTERISTICS										
	%				Important			Knowledge, Skills & Abilities			
JOB TITLE ADMINISTRATIVE STAFF		responds to document re	equests received by OHFA from individuals, ss, public interest groups, and other state agen-				en-	,			
	20	Negotiates directly with values and their representate to the loan or its structure with program staff and coments meet their needs; closing; assists in obtain these new transactions the entities and HUD as to significant the structure of the s	ted u- an in	Knowledge of: 13b*, 14*, 23, K2*; Skill in: 25b, 29; Ability to: 30l, 31e, 32z, 33e, 34f.							
	20	Assists OHFA staff in resolving complex legal questions (e.g. land-lord/tenant relationships, housing tax credit projects, ethics public meings laws); provides advice on personnel matters affecting OHFA; propares and delivers legal training for OHFA and external personnel; reviews, compiles and responds to public record requests received by OHFA; assists with implementation of new programs and other duties assigned by Chief Legal Counsel or Assistant Chief Legal Counsel.						Knowledge of: 13b*, 14*, 23, K2*; Skill in: 25b, 29; Ability to: 30l, 31e, 32z, 33e, 34f.			
								(*) Developed a	fter employm	ent	
JOB CODE 99580		Handbook when interacti grams & our co-workers.	dards: rvice Standards set forth in the OHFA Team ng with those who use our services & pro- Makes internal & external customers & their actions. Develops & sustains productive cus-				ir s-	Licensure required to remain within position: License to practice law in the State of Ohio.  Unclassified per ORC 124.11 (A)(30)			
		Adheres to OHFA's Stratexternal organizations & race & ethnic back-grour	p,	Administrative Staff per ORC 175.05							
		osition Numbers & Job Titles				DF AGENCY REPRESENTATIVE   DATE					
	vised:					Beag	Beagle/jcg 6/26				
										1	