

POSITION DESCRIPTION						AGENCY/DEPT ID HFA 500000	
DIVISION OR INSTITUTION Executive			UNIT OR OFFICE Legal			COUNTY OF EMPLOYMENT Franklin	
This row is for Information Technology classifications ONLY			PRIMARY TECHNOLOGY (IT ONLY)			SECONDARY TECHNOLOGY (IT ONLY)	
POSITION NUMBER 20067343	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update					Position Hyperlinked to <input type="checkbox"/>	
						Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Associate Counsel			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067295 Administrative Staff- Assistant Chief Legal Counsel			
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent		<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt		Bargaining Unit 99
	If FLSA Exempt, exemption type: Professional					Page 1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm						
	JOB DESCRIPTION AND WORKER CHARACTERISTICS						
	%	Job Duties in Order of Importance				Knowledge, Skills & Abilities	
30	Under general supervision, drafts loan documents, curative instruments, amendments, and releases on behalf of the Ohio Housing Finance 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); ensures 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.				Knowledge of: (13b) Agency Policies & Procedures (OHFA)*, (14) Government Structure & Process (e.g., State of Ohio, Federal)*, (23) Law (e.g., Ohio Revised Code, Ohio Administrative Code, Code of Federal Regulations, Ohio Rescue Loan Program, all other OHFA state loan programs), (K2) Agency Mission, Vision & Goals*; Skill in: (25b) Word Processing (e.g., MS Suite), (29) Equipment Operations (e.g., computer & other standard office equipment); Ability to: (30l) define problems, collect data, establish facts & draw valid conclusions, (31e) calculate fractions, decimals & percentages, (32z) prepare deeds, leases, wills, mortgages &/or contracts, (33e) gather, collate & classify information about data, people or things, (34f) handle sensitive inquiries from & contacts with officials & general public.		
30	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.				Knowledge of: 13b*, 14*, 23, K2*; Skill in: 25b, 29; Ability to: 30l, 31e, 32z, 33e, 34f.		
List Position Numbers & Job Titles of Positions Directly Supervised:					SIGNATURE OF AGENCY REPRESENTATIVE Bill Bragle/jcg		DATE 6/26/2025

