



Division of Social Justice
Real Estate Finance Bureau – New York City
Deputy Chief Architect
Reference No. REF_NYC_DCA_6347

Application Deadline is December 6, 2024

The Office of the New York State Attorney General (OAG) is seeking an architect to serve as the Deputy Chief Architect for the [Real Estate Finance Bureau](#) (REF). The Deputy Chief Architect position is based in New York City and reports to the Bureau's Chief Architect.

REF is charged with the enforcement of Article 23-A of the New York General Business Law (the "Martin Act") as it relates to real estate securities, including syndications and cooperative interests in realty such as cooperatives, condominiums, homeowner associations, timeshares, and senior communities. REF's architects and engineers review building plans and specifications, building condition reports, and descriptions of property submitted to REF to ensure compliance with REF's regulations.

Duties:

- Assist Chief Architect with the following tasks:
 - Supervising REF's architects and engineers who are engaged in the regulatory review of submissions to REF;
 - Assigning work and tracking deliverables;
 - Training REF's architects and engineers;
 - Implementing new policies and procedures for REF;
- Provide input on REF's architectural and engineering review process, including identifying redundancies and opportunities for efficiencies;
- Review building plans and specifications, descriptions of property, and building condition reports to ensure compliance with applicable statutes and regulations, including REF regulations governing Martin Act disclosure requirements;
- Prepare and issue written deficiency letters to attorneys for property developers concerning regulatory and statutory compliance;
- Provide professional opinions to REF's Enforcement Section on cases related to construction and other architectural matters, as needed;
- Interpret applicable statutes, regulations, and zoning and local building code;
- Correspond and collaborate with New York City Department of Buildings and other authorities having jurisdiction on issues pertaining to building plans and specifications, and interpretation of applicable statutes, regulations, and zoning and local building code;
- Conduct occasional field inspections of projects to ensure statutory and regulatory compliance, as needed; and
- Handle other duties and projects, as needed.

Qualifications:

- A New York state architecture license with at least five (5) years of experience working with new and existing multiple dwellings, preferably within New York City **OR** ten (10) years of experience working with new and existing multiple dwellings, preferably within New York City in lieu of a New York state architecture license;
- A minimum of two (2) years of experience directly supervising and managing teams of staff, including other architects and engineers, is preferred;
- Prior experience training, mentoring, and developing junior staff;

- Prior experience with building code and zoning compliance, construction inspection, project management, and reviewing building plans and specifications;
- A demonstrated familiarity with New York state Building Code, New York City Department of Buildings procedures, and New York real property databases;
- Knowledge of the design and construction of building elements, components, and systems in various building types, including large multi-family and mixed use projects;
- Excellent verbal, written, analytical, and organizational skills;
- Strong interpersonal and relationship management skills;
- Strong computer and word processing skills; and
- Prior experience interfacing with attorneys and other governmental agencies is preferred.

The annual salary for this position is \$80,537 + \$3,400 in location pay. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications must be submitted online. To apply, please click here to apply: [REF NYC DCA 6347](#)

To ensure consideration, applications must be received by close of business on December 6, 2024.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only include professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions about a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov