



Division of Economic Justice

Real Estate Finance Bureau – Deputy Chief Architect- New York City

Reference No. REF_DCA_NYC_6082

The New York State Office of the Attorney General is seeking an architect to serve as the Deputy Chief Architect for the [Real Estate Finance Bureau \(REF\)](#) located in New York City. The candidate shall serve as the deputy to the REF's Chief Architect.

REF, through Article 23-A of the New York General Business Law (the "Martin Act") and governing regulations, regulates the public offer and sale of real estate securities, including cooperative interests in realty such as cooperatives, condominiums, timeshares, homeowner associations, and syndications. The Martin Act requires sponsors (or developers) of cooperative interests in realty to submit a prospectus or offering plan to REF before offering or selling any units or apartments to the public. REF also regulates the conversion of rental buildings to condominiums or cooperatives as well as affordable housing developments that include the offer of cooperative interests in realty. REF architects and engineers review building plans and specifications, building condition reports, and descriptions of property submitted to REF as part of the offering plan to ensure compliance with REF's regulations.

Qualifications/Basic Job Requirements:

Applicants must be New York State licensed architects with a minimum of eight (8) years of experience in building code and zoning compliance, as well as construction inspection and project management. Applicants also must be familiar with the processes of New York City Department of Buildings (DOB) and other similar authorities throughout the State. Excellent oral and written communication skills are required. All applicants should have a strong understanding of the design, components, and systems of various buildings. The applicant's experience should also include working with building design and building inspection. Familiarity with the New York State Building Code is also desirable. In addition to all of the foregoing qualifications, the ideal candidate will have at least five (5) years of experience working with new and existing multiple dwellings, preferably within New York City. The selected candidate will apply the above skills to reviewing real estate offering plans, including building plans and specifications, building condition reports, and descriptions of property.

This is a supervisory position, therefore applicants must have at least two (2) years of experience as a manager, in addition to experience reviewing building plans and specifications. The selected candidate will assist the Chief Architect with supervision of a team of architects and engineers engaged in regulatory review of offering plans. Supervisory tasks include managing workloads, tracking review deadlines, assisting in training new staff, and working with interns. The selected candidate will also assist REF's Chief Architect in modernizing REF's architectural and engineering review process, including identifying redundant regulatory oversight already conducted by other agencies.

Essential Functions:

1. Review building plans and specifications, descriptions of property, and building condition reports to ensure disclosure of information is in compliance with the Martin Act and its applicable regulations.
2. Review submitted drawings approved by the local jurisdictions and related reports to ensure disclosure in offering plans and amendments are accurate.
3. Prepare and issue written deficiency letters to attorneys for property developers concerning regulatory and statutory compliance within statutorily set timeframes.
4. Participate in discussions with team members to determine appropriate comments in deficiency letters.

5. Work closely with REF's attorneys in ensuring compliance with the Martin Act and its applicable regulations and provide professional opinions to REF's attorneys on cases related to construction and other architectural matters, as needed.
6. Supervise and educate junior staff.
7. Assist with the implementation of new policies and regulations for REF.

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

Applications are being received online. To apply, please click on this link: [REF DCA NYC 6082](#); applicants will be taken to the online application page for this position.

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

- [Cover Letter](#) (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*);
- [Resume](#);
- [Transcript](#) if fewer than five (5) years post-graduate;
- [Writing Sample](#); and
- List of three (3) [references](#) with contact information and email addresses.

Please note: Failure to submit a complete application will delay the consideration of your application.

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

For more information on our Office, please visit our website: www.ag.ny.gov.