

**BUFFALO URBAN RENEWAL AGENCY
JOB VACANCY**

DATE: September 9, 2025

JOB TITLE: Executive Legal Assistant

NO. OF POSITIONS: (1)

SALARY: Commensurate with Experience

REPORTS TO: General Counsel

LOCATION: Buffalo Urban Renewal Agency
901 City Hall
Buffalo, New York 14202

GRADE: Exempt

Position Description:

Serves as a legal assistant to the General Counsel and Staff Attorney by performing a variety of paralegal duties. These may include, but are not limited to:

- Prepare, organize, and maintain legal files including sub-files for correspondence, research, legal documents, memoranda, etc., and maintain confidentiality on same
- Prepare and maintain files of standard contract boilerplates for use by BURA staff in preparing contracts for sub-recipients, contracts, real estate transactions, etc
- Assist in coordination with the Mayor's Office of Strategic Planning, other City agencies, and BURA management
- Support the BURA legal staff with loan closings including but not limited to assisting in the preparation of loan closing documents, coordination of closings with other parties and maintenance of digital and physical files
- Support the BURA legal staff with real estate closings including but not limited to assisting in the preparation of real property closing documents, coordination of closings with other parties and maintenance of digital and physical files
- Support the BURA legal staff in the preparation of real estate documentation for the acquisition, development and disposition of residential and commercial property owned by BURA
- Maintain a calendar for BURA meetings, court appearances, and other statutory and corporate deadlines
- Schedule and perform administrative duties for the monthly BURA meetings, committee meetings, meetings for the General Counsel and staff attorney, and other meetings that may occur in the course of BURA business
- Prepare and distribute agendas and notices for meetings
- Take minutes and recordings of BURA meetings and hearings and meetings held by General Counsel, Staff Attorney, or other essential staff
- Operate recording devices to transcribe legal documents and minutes of hearings and meetings

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- Prepare and distribute notices, agendas, and minutes for BURA meetings and maintain files on same
- Type general correspondence, legal briefs, resolutions, petitions, motions, opinions, notices and other legal documents
- Proof documents and check citations in original reference material for accuracy and completeness
- Prepare and maintain files of standard contract boilerplates for use by BURA staff in preparing contracts for sub-recipients, contracts, real estate transactions, etc.
- Accept and process legal notices for BURA
- Witness and attest to legal documents as a Commissioner of Deeds or Notary Public
- Assist in the preparation of contracts for the implementation of a variety of planning, engineering, and marketing studies, public improvement programs and other land development measures
- Assist in the preparation of real estate documentation for the acquisition, development and disposition of residential and commercial property owned by BURA
- Assist in the preparation of grant applications and funding proposals for the implementation of the City's economic and community development strategies
- Assist in the budgetary process for the Legal Section of BURA
- Maintain a professional relationship with other city departments to ensure effective and efficient operation of the Legal Section

Desired Qualifications and Skills:

Knowledge of basic legal concepts, terminology, documents, and forms, and ability to produce documents with a high degree of accuracy. Ability to maintain confidentiality of all files and office communications. Highly organized, understands the principles of office management, and strong coordination and communication skills as required to coordinate the needs of the Legal Section and other BURA and City departments. Knowledge of Microsoft Office Suite and operation of a personal computer.

Minimum Requirements:

Bachelor's degree from an accredited college or university and seven (7) years of full-time office management experience in the field of legal, government, public administration or a closely related field; four (4) years of which must have been in a responsible lead administrative/supervisory capacity; or (b) Associates degree (or equivalent credits) from an accredited junior college, technical/business institute and eight (8) years of full-time office management experience in the field of legal, government, public administration or a closely related field; three (3) years of which must have been in a responsible lead administrative/supervisory capacity.

Residency Requirements:

As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of the starting date of employment.

Application Instructions: Cover letter and resume should be submitted by September 26, 2025, by 4:30 pm (EST) to the attention of Scott C. Billman via email to GAlessi@truebuffalohr.com.