
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Loan Specialist Aide

DATE: August 7, 2025

NO. OF POSITIONS: One (1)

HOURS OF WORK: 40

LOCATION: BURA Executive Office
901 City Hall
Buffalo, NY 14202

SALARY: \$54,432.00, GRADE (19U)

POSITION DESCRIPTION:

Under the direction of the Rehab Loan Specialist and the Residential Loan Servicing Specialist, the incumbent independently:

- Assists in performing routine loan program related duties in support of all programs funded under municipal, state and federal guidelines including, but not limited to the following: Assists in the review of applications at intake to ensure proper completion and documentation (i.e. checks for verification of employment or other sources of income, financial reports, bank statements, tax returns, property tax information, credit reports, appraisals, title reports and other documentation as needed); prepares amortization payment schedules; types, sorts, indexes and files loan closing documents; assists in the review of technical packages for conformity with federal, state and/or city ordinances and review all other loan requests submitted for compliance with program guidelines..
- Assists in the preparation of encumbrance packages to provide for commitment of funds; ensures collection of updates for all tax payment documentation prior to closing; assists in the preparation of necessary paperwork for loan closings; reviews and checks loan closing files for signatures on loan closing documents.
- Performs routine clerical work in support of all aspects of loan program activity requiring operation of a typewriter and computer. Does related work as required.

MINIMUM QUALIFICATIONS

Associates degree from an accredited two-year college or technical institute in the field of business management, public administration, or a related field, and three (3) years full time experience in the field of housing, real estate, or mortgage banking.

OR

Graduation from high school supplemented by courses in accounting or banking, public administration, business management, or a related field, and six (6) years full time experience in the field of housing, real estate or mortgage loan banking.

Note - Bachelors or Master's degree may be substituted for three year's experience as stated above.

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 starting date of employment.

SUBMISSION INSTRUCTIONS:

Cover letter and resume should be submitted by 4:30 pm (EST), August 29, 2025 to the attention of Hope Young – Watkins, BURA Senior Director, via email to: djudson@buffalony.gov.