BUFFALO URBAN RENEWAL AGENCY

JOB VACANCY

JOB TITLE: Paralegal	DATE: October 09, 2026
NO. OF POSITIONS:	HRS. OF WORK: 40 hours weekly
(1) SALARY: $60,533	LOCATION: BURA Executive Office, 901 City Hall
GRADE: 26U	

Position Description:

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

- Assist in loan closings including but not limited to preparation of loan closing documents, coordination of closings with other parties and maintenance of digital and physical files.
- Assist in Contract Management for the Agency including but not limited to preparation, review and reporting of Agency contracts with third (3rd) parties and communication and collaboration with those third (3rd) parties, responsible for entering contracts into agency systems.
- Assist in real estate closings including but not limited to the preparation of real property closing documents, coordination of closings with other parties and maintenance of digital and physical files.
- Assist in the preparation of real estate documentation for the acquisition, development and disposition of residential and commercial property owned by BURA.
- Assist in coordination with the Mayor's Office of Strategic Planning, other City agencies, and BURA management.
- Proof documents and check citations in original reference material for accuracy and completeness
- Prepare and maintain files of standard contract templates 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 grant applications and funding proposals for the implementation of the City's economic and community development strategies.
- Maintain a professional relationship with other city departments to ensure effective and efficient operation of the Legal Section.

As needed works with BURA Legal Assistant to:

- Schedule and perform administrative duties for the Bi-monthly BURA 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 tape recordings of BURA meetings and hearings and meetings held by General Counsel, Staff Attorney, or other essential staff.
- Operate a recording device to transcribe legal documents and minutes of hearings and meetings.
- Prepare and distribute notices, agendas, and minutes for BURA meetings and maintain files on same.

Desired Qualifications and Skills:

Ability to communicate effectively both orally and in writing, and to understand and interpret written materials. 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, Associates degree, or completion of 60 credit hours In Paralegal Studies or Legal Assistant Program and two years of full-time work experience in work Involving legal research or coordination of the activities of an office or business in a legal setting. Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

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), October 09, 2026 to the attention of Scott Billman, Senior Director of Administration, via email to: djudson@buffalony.gov.