



VECRA is seeking a Full-Time

Attorney – Level 01

VECRA, Inc. seeks an Attorney to support the New York City Housing Authority (NYCHA) landlord and tenant cases.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Job Description

The Attorney will provide comprehensive legal services in landlord and tenant cases, ensuring compliance with housing laws and regulations. The attorney will also represent NYCHA in various legal proceedings, offer counsel on housing policies, and collaborate with other departments to support NYCHA's mission of providing safe, affordable housing for New Yorkers.

ROLES and RESPONSIBILITIES

- Draft motions to restore pre-pandemic cases.
- Represent NYCHA in landlord-tenant proceedings, including non-payment and holdover cases.
- Prepare and draft legal documents, including pleadings, motions, briefs, and other court filings.
- Conduct legal research and provide legal opinions to ensure federal, state, and local laws compliance.
- Advise and collaborate with NYCHA departments on housing-related legal matters.
- Negotiate settlements and participate in mediation to resolve disputes between NYCHA and tenants.



- Attend court hearings and administrative proceedings to advocate on behalf of NYCHA.
- Maintain accurate and organized case files and documentation.
- Stay updated on changes in housing laws and regulations affecting NYCHA operations.

QUALIFICATIONS and REQUIRED SKILLS:

- Admission to the New York State Bar.
- Strong understanding of landlord-tenant law and housing regulations.
- Excellent legal research, writing, and analytical skills.
- Strong communication and interpersonal skills.
- Ability to manage a high volume of cases and work effectively under pressure.
- Commitment to public service and affordable housing.

EDUCATION

- A Juris Doctor (JD) law degree from an accredited law school.

OTHER

- **Req Type:** Nationwide
- **Salary:** Determined based on experience and education
- **Location:** Onsite; New York, New York
- **Travel:** No

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.



VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line: Attorney Level 01**