

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PRLEGALA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Paralegal-A	10. Division Legal Affairs
5. Working Title (What the agency calls the position) Paralegal	11. Section
6. Name and Position Code Description of Direct Supervisor MEYERS, MARGARET A; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor STONE, CLARENCE L; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position will serve as a senior level paralegal primary responsibilities will include but not be limited to the following: 1) assisting multiple staff attorneys with complex multifamily real estate loan closings by preparing draft documents, reviewing due diligence, organizing and submitting required documentation to the Michigan Department of Attorney General, participating in closing calls, tracking closing status and progress, and handling all closing logistics; 2) post closing duties including recording documents through title companies and with register of deed offices, organizing and confirming completion of complex project closing files, communicating with other MSHDA divisions regarding key aspects of closings, filing UCCs and Notices to Assessor; 3) Assisting attorneys with other legal transactions including loan modifications, final closings, and ownership transfers; 4) Review of Discharge requests and processing of eligible discharges and releases, including assisting with or facilitating recording of documents; 5) other projects as assigned, including performing minor legal research upon request, helping staff attorneys provide services to MSHDA programs and divisions, including but not limited to due diligence, minor research, completing simple grant agreements and reviewing grants, and reviewing and preparing draft responses to complaints filed through Michigan Department of Civil Rights; performing legal research as required; participating in the investigation of civil rights complaints and preparing initial drafts of responses to the complaints; assisting with pass-through closing; reviewing grant agreements between MSHDA and selected nonprofits, and other special assignments assigned by the Chief Legal Affairs Officer as necessary.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1	General Summary: Percentage: 50
Assisting assigned staff attorneys with multifamily loan closings.	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> • Review and evaluate title commitments for proposed loans. • Review and evaluate surveys and legal descriptions for proposed multifamily loans. • Review loan proposals and draft selected documents for multifamily loan closings. • Coordinate final title survey and insurance submission in connection with multifamily loan closing. • Assemble documentation for construction and Attorney General reviews. • Review due diligence submissions associated with complex multifamily housing transactions for accuracy and compliance with MSHDA requirements. • Review insurance coverages for compliance with insurance requirements and analyze requests for exceptions. • Prepare initial drafts of multifamily initial closing documents, including complex documents at the request of their staff attorneys. • Will assemble documents and handle final closings under the Authority's multifamily program with minimal supervision.. 	
Duty 2	General Summary: Percentage: 20
Complete post-closing duties.	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> • Ensure completion of complex legal transaction files and organize for retention. • Review documentation for completeness and correct discrepancies as required. • Communicate with title companies and Registers of Deed to ensure delivery of final recorded documents and title policies. • File UCC Financing Statements with the Secretary of State. • Record mortgage loan documents with County Register of Deeds. • File Notices to Local Assessor to implement tax abatement. • Prepare and circulate internal memos to various MSHDA divisions regarding key aspects of each closing. 	
Duty 3	General Summary: Percentage: 5
Performing grant reviews as directed by the Chief Legal Affairs Officer	
Individual tasks related to the duty:	
<p>Review grant applications with minimal supervision review grant agreements with minimal supervision.</p> <ul style="list-style-type: none"> • Perform due diligence in connection with grants as required by Chief Legal Affairs Officer • Ability to review grants within short deadlines. 	
Duty 4	General Summary: Percentage: 5
Other duties as assigned by Chief Legal Affairs Officer	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> • Legal research • Special projects and reports as requested, which may include but will not be limited to participating in investigation of Civil Rights Complaints, reviewing Affirmative Fair Housing Marketing Plans, program-related tasks, and any other special assignments deemed necessary. 	
Duty 5	General Summary: Percentage: 15
Tracking of closing timeline and processes	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> • Maintain and update detailed tracking logs for all closings for each assigned attorney. • Maintain and update detailed status logs for division-wide process tracking. Report on updates weekly. • Prepare final memos for each initial closing transaction for Chief Legal Affairs Officer, including analysis of data collected during the closing process 	
Duty 6	General Summary: Percentage: 5
Discharge review and processing	
Individual tasks related to the duty:	
<ul style="list-style-type: none"> • Review requests for discharges to determine eligibility for release. • Draft, edit, and review discharges as necessary. • Assist or facilitate the recording of discharges once complete. 	

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determine organization of legal dockets.
- Determine priorities based on the nature of the work and deadlines.
- Make decisions on minor closing procedures and docket assembly.
- Confirm status of closing and inform staff attorneys and Director of Legal Transactions and Chief Legal Affairs Officer of closing issues that arise.
- Engage in continuing legal education in areas of real property law, MSHDA policies and affordable housing.

17. Describe the types of decisions that require the supervisor's review.

Situations that have legal and policy implications.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical office environment with limited bending and lifting.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position will perform as a paralegal for the Legal Affairs Division. Primary responsibilities will include the following: performing various legal activities for the staff attorneys such as preparing and reviewing documents for loan closings; filing documents with title companies and registers of deed; assembling project closing documents and dockets; performing legal research as required; and drafting and maintain the checklists and performing post-closing work; reviewing and drafting initial responses to Civil Rights Complaints; reviewing grant agreements.

The position also requires continuing legal education—i.e., attending in-house trainings. reading articles and understanding processes and requirements for closings and MSHDA.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The Legal Affairs Division provides a variety of legal related services to MSHDA with most emphasis on issuance of bonds (single family bonds, multifamily bonds and limited obligation bonds), multi-family loan programs, single-family loan programs, Low Income Housing Tax Credit Program, Housing Choice Voucher Program, Housing Development Fund Program, assistance with audit responses and compliance monitoring, and other matters requested by MSHDA staff and divisions.

This position will perform tasks to ensure that legal requirements for transactions—usually multifamily mortgage loan closings—are satisfied. The position performs tasks that enable attorneys to use their time more efficiently and strategically. The position also enables staff to meet deadlines for miscellaneous matters ranging from reviews of grant agreements between MSHDA and selected nonprofits to responses to Civil Rights complaints. The position will also perform minor to moderate level legal research upon request.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate's degree in a paralegal or legal assistant program.

EXPERIENCE:

Paralegal 11

Three years of experience equivalent to a Paralegal, including one year equivalent to a Paralegal E10.

Alternate Education and Experience

Paralegal 8 - 11

Graduation from any paralegal or legal assistant program approved by the American Bar Association may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of legal documents and forms.
Knowledge of the methods of legal research.
Knowledge of the state and federal law and legal concepts.
Ability to communicate effectively.
Ability to meet and deal effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers License

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

AMBER MARTIN

4/30/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date