



PUBLIC NOTICE

Program – CDBG-DR

Title – Technical Specialist

PRDOH - Oficial Jurídico

Area - Legal Division

Required Skills and Qualifications:

- Juris Doctor from accredited and/or licensed Educational institution.
- Knowledge in State and Federal Laws.
- Ability to analyze, interpret and apply state and federal laws, regulations and procedures.
- Bilingual in Spanish and English.
- Ability to organize and present legal data and material to make logical interpretations based on the analysis of facts and previous judicial determinations.
- Conducts compliance Guidelines analysis.
- Ensures guidelines and procedures comply with state and federal laws, rules and regulations.
- Performs required analysis of documents related to Disaster Recovery Grant programs.
- Performs legal research for the preparation of memorandums and legal documents.
- Evaluation of Procedures to assure that they comply with the regulations of the CDBG-DR program.

Reports to – Deputy Director Regulations and Compliance

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.