



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/highlands



CHRIS CHRISTIE
Governor

JIM RILEE
Chairman

KIM GUADAGNO
Lt. Governor

MARGARET NORDSTROM
Executive Director

Location: Chester, NJ Department: Legal
Job Title: Paralegal/Attorney Reports to: Chief Counsel
Position: Part Time - 20 Hours Weekly, not to exceed 944 hours in fiscal year
Available: Immediately

Job Description:

The New Jersey Highlands Water Protection and Planning Council is seeking a part-time Paralegal/Attorney to work closely with the Chief Counsel and legal staff. Candidate will assist in coordinating due diligence for real estate transactions; including Highlands Development Credit Bank acquisitions, preparing and filing deeds and closing documents and oversight of contracts with third-party consultants. This is a part-time 20 hours per week position and does not offer benefits. Salary is commensurate with education and experience.

Position Requirements: Bachelor’s Degree or equivalent and 2-5 years of professional experience as a Paralegal/Attorney, preferably with real estate experience. Candidate must have a strong attention to detail and the ability to work with little supervision and to seek help when needed. Additionally, the candidate must be proficient in MS Word, Excel, and Outlook and have excellent communication skills and be a team player, a self-starter, and be able to prioritize workload in a fast paced environment.

Please email, fax or mail the following to the address below no later than June 23, 2017:

- 1) cover letter addressing your interest and experience
2) resume
3) salary history
4) names and phone numbers of three references

Ranji Persaud, Human Resources Manager
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