



## 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/njhighlands](http://www.nj.gov/njhighlands)



**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**CARL J. RICHKO**  
*Chairperson*

**LISA J. PLEVIN**  
*Executive Director*

Job Title: Staff Attorney  
Reports to: Chief Counsel  
Type of Position: Part-Time, Hourly (Unclassified)  
Salary Range: \$35.00 per hour  
Issue Date: March 26, 2019 Closing Date: April 19, 2019

### **Job Description:**

Under the direction of the Chief Counsel, Staff Attorney will provide support and guidance to the Highlands Council legal department and management team. Staff Attorney will coordinate due diligence for Highlands Development Credit Bank acquisitions and other real estate transactions, including review of due diligence documentation and preparing and filing deeds and closing documents. Other responsibilities include drafting, reviewing and overseeing contracts with vendors and third-party consultants. This is a part-time 20 hours per week position not to exceed 944 hours in a fiscal year. Staff Attorney must have excellent communication skills and be a team player, a self-starter, and be able to prioritize workload in a fast paced environment.

### **Duties:**

- Coordinate due diligence activities for Highlands Development Credit Bank acquisitions.
- Coordinate real estate closings pursuant to the Highlands Development Credit Purchase Program and the Highlands Open Space Partnership Funding Program, including review of due diligence documentation and required closing documents.
- Draft, review and oversee contracts with vendors and third-party consultants.
- Conduct legal research and draft memoranda to support the activities of the Highlands Council and staff.
- Support litigation activities.
- Provide general legal support for Highlands Council activities.
- Perform other activities reasonably requested by the Chief Counsel and/or Executive Director.

**Position Requirements**

- Law Degree or equivalent.
- 2-5 years of professional experience as a Paralegal/Attorney, preferably with real estate experience.
- Proficiency in MS Word, Excel, and Outlook.
- Working knowledge of New Jersey Municipal Land Use Law and related statutes.

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residency to New Jersey.

To be considered for this position, please e-mail, fax or mail the following to the address below no later than April 19, 2019.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Example of professional work products (portfolio, writing samples, etc.)
- 4) Names and phone numbers of at least three references.

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