



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



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
L. Governor

CARL J. RICHKO
Chairperson

LISA J. PLEVIN
Executive Director

Job Title: Senior Counsel
Reports to: Chief Counsel
Type of Position: Full Time (35 hours/week, Exempt) Unclassified
Salary Range: \$70,000 - \$85,000 Per Year
Issue Date: July 22, 2019

Job Description:

Under the direction of the Chief Counsel, Senior Counsel will provide legal support and guidance to Highlands Council legal department and management team. The position of Senior Counsel requires an individual who is capable of working independently under the direct supervision of Chief Counsel and possesses a professional disposition that interfaces well with the public, staff and Council. Senior Counsel will also assist Chief Counsel in the formulation, interpretation, and administration of Highlands Council policies and procedures as well as implementation of the Highlands Act and Regional Master Plan.

Essential Functions

1. Deliver legal support to the Highlands Transfer of Development Rights Program and Highlands Development Credit Bank including the preparation of closing documents and representation of the Highlands Council at closings.
2. Serve as Contract Officer and manage the agency procurement process for all contracts, including preparation, review, and issuance of all agency requests\ for proposals/qualifications and related contracts, and monitor and review all such contract invoicing and documents.
3. Assist the Chief Counsel in performance of the duties of the Ethics Liaison Officer in compliance with the NJ Conflicts of Interest Law.
4. Perform the duties of Records Custodian in compliance with the NJ Open Public Records Act.
5. Support litigation activities, including but not limited to performance of legal research, preparation of legal memoranda and drafting and review of pleadings.
6. Monitor proposed legislation and legislative action, reporting out on the effects of bills on Council operations and recommending action required by the Council.
7. Prepare and review Highlands Council resolutions and other legal documents, providing general support at Council meetings.
8. Perform legal research and prepare legal memorandum as necessary, and as directed by the Chief Counsel.
9. Perform such other duties as reasonably requested by the Chief Counsel.

Position Requirements:

1. Law degree from an accredited law school and a member of the New Jersey Bar.
2. Minimum of 2 years' experience in the practice of law.
3. Working knowledge of New Jersey Municipal Land Use Law and related statutes.
4. Experience in representing governmental entities desirable.
5. Familiarity with procedures and customs of the New Jersey Judiciary.
6. Experience in litigation preparation and process.
7. Familiarity with rule-making process/APA.

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 residence to New Jersey.

To be considered, please e-mail, fax or mail the following to the address below no later than August 9, 2019.

- 1) Cover letter indicating your interest and experience;
- 2) Resume;
- 3) Technical writing sample (2,000 words or less); and
- 4) Names and phone numbers of at least three references.

Ranji Persaud, Manager of Human Resources
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