



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

CARL J. RICHKO
Chairperson

SHEILA Y. OLIVER
Lt. Governor

LISA J. PLEVIN
Executive Director

Job Title: Chief Counsel
Reports to: Executive Director
Type of Position: Full Time (35 hours/week, Exempt) Unclassified
Salary Range: \$95,000 - \$105,000 Per Year
Issue Date: July 2, 2021; Closing Date: July 23, 2021

Job Description:

Under the direction of the Executive Director, Chief Counsel will provide legal support and counsel to the management team of the Highlands Council and to the chairperson and members of the Highlands Council. The position of Chief Counsel requires an individual who is capable of working independently under the direct supervision of the Executive Director and who possesses excellent legal research and writing skills, in addition to having the ability to interface well with the public, staff and the Council. Chief Counsel will assist in all phases of policy, procedure, administration and implementation of the Highlands Act and Regional Master Plan.

Essential Functions:

1. Prepare and render legal opinions and provide research services to the Highlands Council and staff;
2. Manage litigation;
3. Prepare and coordinate responsive pleadings with the Office of the Attorney General;
4. Provide legal support to the Highlands Transfer of Development Rights Program and Highlands Development Credit Bank;
5. Provide legal support and manage legal department personnel in connection with real estate closings pursuant the Highlands Development Credit Purchase Program and the Highlands Open Space Partnership Funding Program;
6. Ensure Highlands Council and staff compliance with the NJ Conflicts of Interest law;
7. Ensure Highlands Council compliance with the Open Public Records Act;
8. Ensure proper conduct of public meetings and executive sessions of the Highlands Council in compliance with the NJ Open Public Meetings Act;
9. Provide general legal support for all Highlands Council activities;
10. Monitor legislation and case law related to the work of the Highlands Council; and
11. Provide general oversight and management of the Highlands Council legal staff.

Position Requirements:

1. Law degree from an accredited law school and a member of the New Jersey Bar.
2. Minimum of five 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 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 July 23, 2021.

- 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.

Ranji Persaud, Human Resources Manager
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