

STATE COMMISSION OF INVESTIGATION

**TITLE: CHIEF COUNSEL
STATE COMMISSION OF INVESTIGATION**

SALARY: \$117,080.00 - \$166,920.00

UNCLASSIFIED
NJSA 52:9M-9

DEFINITION

Under the general guidance of the four Commissioners of the State Commission of Investigation and the specific direction of the Executive Director serves as the chief legal counsel to the Commission. At the request of the Commissioners or the Executive Director, the Chief Counsel shall assist in identifying legal issues appropriate for the conduct of investigations. He/she shall assist the Executive Director in ensuring compliance with the Commission's implementing legislation and the Commission's Administrative Manual. The Chief Counsel shall at the request of the Executive Director, advise and monitor staff counsel on all legal matters arising from the procurement of intelligence, the examination of witnesses at Commission hearings both public and private, and the issuance of reports and other publicly disseminated material.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

At the direction of the Commissioners, attend and offer legal advice at Commissioners' meetings.

Conduct internal investigations within the office as required by the Commissioners or the Executive Director.

Offer legislative and administrative changes to the Executive Director that would continue to improve the quality of performance of the Commission.

At the direction of the Commissioners or the Executive Director, conduct specific highly sensitive preliminary inquiries and investigations.

Advance preliminary inquiries as directed by the Executive Director to the point where they may be assigned to staff counsel as formal investigations and to suggest the pros and cons of alternative courses of action to the Commissioners in conjunction with the results of the inquiries.

Track legislative and other referrals of Commission recommendations so that the Commissioners may be kept informed of the progress of legislative follow up action and the efforts of law enforcement agencies to respond to referrals set forth in specific reports and other material published by the Commission.

At the direction of the Executive Director, conduct training of staff on legal issues including the use of deadly force and other Title 2C provisions that are applicable to Commission investigations and publications.

Maintain access for staff to all pertinent current books and training material of a legal nature in the sign library maintained at the Commission's office.

Supervise and work with Counsel to expedite the handling of priority investigations in order to pursue their completion without compromising quality.

REQUIREMENTS:

EDUCATION:

Graduate of an accredited law school.

EXPERIENCE:

Five years continuous experience as a staff counsel of the State Commission of Investigation or equivalent experience.

LICENSE:

Holding of a current license in good standing to practice law in the State of New Jersey.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Skilled in the laws governing criminal and civil conduct in the State of New Jersey. To be conversant with the Revised Rules of Court Practice and Procedure governing judicial and investigative procedures in our court system. To be capable of researching and retrieving case law statutes or administrative regulations on a wide variety of subject matter including but not limited to restrictions on investigative techniques, evidence rules, issuance of subpoenas, ethics requirements, conducting depositions and examinations of witnesses under oath.

Possess the capability of training others in these areas and to readily accept advice and direction of a constructive nature from the Commissioners and the Executive Director.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested candidates should submit a cover letter, resume and three (3) references to:

Chadd W. Lackey, Executive Director
New Jersey State Commission of Investigation
50 West State Street P.O. Box 045
Trenton, NJ 08625
E-mail: staffing@sci.state.nj.us

Please note: Residency Requirements - New Jersey First Act - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.