



## **Solicitor (or Paralegal) / Municipal Prosecutor**

**Job Number:** J0821-1336

**Position Status:** Full Time

**Union:** Non-Union

**Division:** Corporate Services

**Facility:** County of Lambton Administration Building

**City:** Wyoming, Ontario

**Number of Positions:** 1

**Hours of Work:** Monday to Friday, 8:30am to 4:30pm

**Date Posted:** September 07, 2021

**Closing Date:** September 30, 2021

### **Company Biography**

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 25 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

If you are an energetic, driven, service-focused and self-driven individual who embraces rewarding challenges, we would like to hear from you. In addition to providing a work-life balance amongst a landscape defined by beautiful blue beaches and many natural recreational amenities, the County of Lambton offers a competitive salary and benefits.

### **Position Overview**

The Solicitor (and/or Paralegal) / Municipal Prosecutor is responsible for prosecuting matters under the Provincial Offences Act and Contraventions Act (Canada) before the Ontario Court of Justice and assisting the County Solicitor in delivering a wide range of legal services, as assigned to him or her, to the County of Lambton, its Council and its stakeholders.

### **Duties & Responsibilities**

- Prosecute provincial offences on a weekly basis, which includes responding to written correspondence, preparing disclosure, reviewing witness lists, drafting factums and books of authority, negotiating plea arrangements and the conduct of trials
- Responsible for the conduct of provincial offence appeals on a monthly basis, which includes drafting factums and books of authority, negotiations and the argument of appeals

- Represent the County in the litigation of actions in the Small Claims Court branch of the Ontario Superior Court of Justice
- Receive and respond to Freedom of Information Act requests from internal and external sources including file preparation and correspondence. Coordinate FOI records from information compiled from all Divisions and prepare annual filing with the Province of Ontario. Act as resource to other Divisions on FOI matters, and represent the County with respect to the Information Privacy Commission for FOI appeals as required
- Maintain legal reference materials, research legal matters, and conduct statutory, corporate, property, and tax searches as assigned
- Act as liaison between the County Solicitor and the County's departments, outside legal counsel, agencies, and members of the public
- Provide training seminars to local enforcement staff

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

### **Qualifications**

Minimum Formal Education:

- A paralegal education certificate, diploma or degree from a reputable, accredited educational institute

Experience:

- 5 years practical experience in a professional legal environment, preferably in a Provincial Offences context
- Member in good standing with the Law Society of Ontario
- Understanding of the Provincial Offences Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Act, 2001, as well as general real estate and litigation procedures
- Proficient in all Microsoft programs, and common legal research software
- Must possess diplomacy, tact and communication (verbal and written) skills

Candidates licensed as paralegals with the Law Society of Ontario will be considered.

### **How to Apply:**

For more information regarding this position, please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs).

Applications are accepted online until 11:59pm on Thursday, September 30, 2021.

The County of Lambton embraces inclusiveness, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment. If contacted for an employment opportunity, please advise if you require any form of accommodation.

Personal information submitted for employment is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.