

# BUILD A CITY. BUILD A FUTURE.



## Assistant City Solicitor

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Reporting to the City Solicitor, the Assistant City Solicitor will be primarily responsible for conducting litigation matters, with a focus on bylaw enforcement proceedings, including civil injunctions, prosecutions, and hearings before City Council. The Assistant City Solicitor will also provide legal advice to staff on bylaw enforcement issues and other matters which may include risk management, policies, releases, and contracts. The position will have an initial focus on bylaw enforcement but may offer opportunities to work on a broader range of legal issues as the City continues to grow and the Legal Services Division develops.

### EMPLOYMENT STATUS

Exempt - Regular Full-Time

### RESPONSIBILITIES

- Acts as counsel for the City to enforce compliance with City bylaws by way of civil injunctions in the BC Supreme Court, prosecution proceedings in BC Provincial Court, and administrative hearings before City Council.
- Acts as counsel for the City in BC Supreme Court, Small Claims, Civil Resolution Tribunal, Human Rights Tribunal, British Columbia Utilities Commission, and other levels of court or administrative tribunals on matters unrelated to bylaw enforcement on an as needed basis.
- Provide legal advice to staff on bylaw enforcement issues as well as on other matters on an as needed basis. Conducts training of bylaw enforcement officers, employees and contractors involved in bylaw enforcement.
- Advises on and assists in developing and drafting new and amending bylaws
- Exercises independent judgment when working with statutes and legal precedents.
- Performs other related duties as required and as the City's legal needs develop.

### QUALIFICATIONS

- A Juris Doctor Degree (J.D.) or a Bachelor of Laws Degree (LL.B.) from a recognized university.
- Membership in good standing in the Law Society of British Columbia.
- Have a minimum of 3 years' experience as a practicing lawyer with a focus on litigation. Experience working in a municipal or government environment would be an asset, as would experience with prosecuting or defending regulatory proceedings.
- Ability to effectively communicate verbally and in writing.
- Ability to work independently, organize workload, and set priorities.
- Ability to deal tactfully, courteously and effectively with the public, staff, the courts, and management.
- Ability to work collaboratively with others to produce deliverables.
- Establishes and maintains effective working relationships with other City staff.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



# BUILD A CITY. BUILD A FUTURE.



## Additional Info

- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.
- This job will be posted until the position is filled.

## APPLY

The City of Surrey has engaged Smith Legal Search to assist in this competition. Interested candidates are asked to apply directly with Smith Legal Search by emailing their resume and cover letter to [dave@smithlegalsearch.com](mailto:dave@smithlegalsearch.com)

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

