

BUILD A CITY. BUILD A FUTURE.



Paralegal

*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

The City of Surrey is seeking a Paralegal to join a professional and collegial team consisting of solicitors, paralegals and legal assistants to perform a wide array of paralegal functions with a focus on litigation matters, including files in the BC Supreme Court, Small Claims Court, Civil Resolution Tribunal, BC Court of Appeal, and hearings before City Council.

EMPLOYMENT STATUS

Exempt - Regular Full-Time

RESPONSIBILITIES

Reporting to the City Solicitor in the Legal Services Division of the Corporate Services Department, the Paralegal is responsible for the following:

- Drafts pleadings, application materials, affidavits, orders, bills of costs, discovery requests and responses, and trial preparation documents
- Schedules meetings, trials, discoveries, hearings, etc. and prepares relevant documentation
- Reviews, gathers and manages documents to be used in proceedings
- Assists in interviews and investigations
- Drafts and prepares correspondence with both opposing parties and client departments
- Prepares and manages the filing and service of court materials
- Exercises a high level of confidentiality and tact
- Exercises independent judgment when working with precedents.
- Researches and analyzes a variety of sources such as the applicable rules of court, statutes, regulations, court decisions, legal documents and articles for use in preparing materials related to litigation under the supervision of an Assistant City Solicitor
- Photocopying and filing
- General office duties as required
- Other duties as assigned, including handling subpoenas, tax sales, bankruptcy proceedings, etc.

QUALIFICATIONS

- Completion of Grade 12 or equivalent, supplemented by a paralegal certificate or diploma by an accredited program
- Minimum of 3 years of paralegal experience in litigation
- Membership in the British Columbia Paralegal Association is considered an asset
- Thorough understanding of litigation, including knowledge of rules and practices relating to the BC Supreme Court, Small Claims Court, Civil Resolution Tribunal, and BC Court of Appeal.
- Experience with other levels of court or administrative tribunals is an asset
- Experience with municipal law is an asset
- Experience working in a municipal or government environment would be an asset

- Experienced in preparing and organizing correspondence and a variety of legal documents ensuring compliance with applicable rules of court
- Proven research and legal analysis skills
- Strong critical thinking skills, a high level of initiative, and a proactive approach to problem solving
- Detail oriented with an excellent ability to multi-task, prioritize, and organize within strict timelines
- Strong communication skills, both written and verbal
- Exceptional interpersonal skills and ability to both work collaboratively in a team environment and independently • Organized and meticulous
- A high level of proficiency with MS Word, Excel, Adobe Acrobat, PowerPoint, and various document management systems
- Ability to work under pressure in a busy environment to meet deadlines
- Eagerness to assist with the needs of the office as they arise

ADDITIONAL INFO

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

OTHER INFORMATION

The City of Surrey has engaged Swim Recruiting to assist in this competition. Interested candidates are asked to apply directly with Swim Recruiting by emailing their resume to CitySurreyParalegal@SwimRecruiting.com. Cover letter is optional.