



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Paralegal/Prosecutor

Posting Number: 004646

Department: Corporate and Finance Services Department

Branch: Legal Services

Location: City Hall

Posting Start Date: 2024/01/22

Posting End Date: 2024/01/30 by 4:30pm

Employment Group: Exempt

Salary Grade: P-\$101,534 - \$119,453 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the City Solicitor, Legal Services Branch, or designate, be responsible for providing Provincial Offences prosecution services and attend tribunals and boards.

Responsibilities:

- Carriage of files as Prosecutor of offences contrary to the City's by-laws and/or Provincial legislation including exercise of prosecutorial discretion, laying charges, disclosure, managing lay and expert witnesses, mediation/settlement procedures, trials in the Ontario Court of Justice and legal proceedings to collect fines awarded including writs of seizure and sale
- Carriage of legal proceedings in the Small Claims Court including claims by and against the City
- Assisting the City Solicitor/Lawyers by conducting legal research and attending hearings before tribunals and boards (i.e. Ontario Land Tribunal and Licence Appeal Tribunal)
- Assisting various departments and staff on a variety of by-law and enforcement related issues and conducting legal research on a variety of topics
- Participating on committees with respect to legal or by-law enforcement matters
- Administration on behalf of Legal Services' requests for records pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) including assessing the scope of the request, reviewing Legal Services files, consulting with colleagues in the Legal Services Branch and responding to Legislative Services
- Carriage of Provincial Offences Act appeals before the Ontario Court of Justice including researching and drafting appeal materials and arguing appeals
- Educate and train various departments and staff on a variety of substantive and procedural issues respecting municipal prosecutions and Small Claims Court
- On occasion, work with students participating in co-operative educational programs for law clerks and the college's Paralegal Program demonstrating duties and assigning and reviewing tasks
- Upon request, conducting quasi-judicial proceedings as a back-up Screening Officer considering evidence and making decisions respecting the rights and liabilities of individuals to whom penalty notices have been given in respecting of various municipal administrative penalty systems. Review Requests from Screening and conduct screenings including hearing submissions from applicants. Render decisions as a back-up Screening Officer to affirm, cancel, reduce or extend the time of administrative penalties and to grant or deny extensions of time for a screening
- Other duties as assigned

Requirements:

- Post-secondary diploma of the Paralegal/Court Tribunal Diploma (2) years from a recognized Community College OR B.A. Licensed by the Law Society of Ontario as Paralegal or Lawyer
- Three (3) years demonstrated experience as licensed Paralegal or Lawyer with carriage of legal proceedings and appeals including legal research, legal drafting, providing legal advice and advocacy in the Ontario Courts of Justice and the Small Claims Court experience
- Established skills and experience using PC equipment and related software applications, (e.g. MS Office Suite)

- Excellent interpersonal skills
- Have the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, other levels of government, outside agencies, legal firms and the general public
- Demonstrated ability to work on own initiatives in order to meet rigid deadlines
- Possess a sense of accuracy and thoroughness
- Strong research and analytical skills
- Possess personal qualities of maturity, patience, tact and reliability as well as a willing and co-operative attitude
- Licensed Paralegal is preferred
- Possession and maintenance of a valid Ontario Driver's Licence, minimum Class "G"
- Must be able to supply own vehicle

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services.

Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.