



Junior Solicitor

Job Number: PN-24-04

Job Type: Permanent Full-time, Non-Union

Position Closing Date: Monday, February 12, 2024 at 11:59pm

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Legal Services Department provides timely and comprehensive legal advice to City Council, the CAO and City staff, and provides a full range of legal services to the Corporation, its boards and agencies. It also provides guidance on insurance administration and risk management. This department provides professional execution of the City's real estate program including acquisition, disposition, leasing and encroachments. The department strives to ensure that every measure is taken to provide a cost effective, high quality standard of service.

Responsible for protecting the City's legal interest in all matters such as reviewing and drafting legal documents, including resolutions, by-laws, written reports, agreements, contracts and opinions on a variety of matters; providing research, analysis and legal and procedural advice to members of Council and City. Defends the City's position with respect to all claims and is responsible for drafting pleadings, facts, opinions in litigation matters, including attendance before the Superior Court of Justice and Ontario Land Tribunal. Ensures compliance within a complex legal system affecting all operations of the municipality.

Our Culture and Qualifications of the Job

Corporate Culture

Your workplace values align with our corporate values of [**Strive, Share and Care**](#) and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

Education (degree/diploma/certifications)

- Completion of L.L.B. or J.D. degree from a recognized Canadian University or Law School
- Must be a Member of the Law Society of Ontario or able to obtain a membership prior to commencement of employment

Experience

- One (1) year of professional experience in relevant areas of law relating to Municipal Government Operations including: Municipal Act, Planning Act, real estate, administrative law and civil litigation and defending matters in Small Claims Court or Tribunal Hearings such as Ontario Land Tribunal.

Knowledge/Skill/Ability

- Thorough and comprehensive working knowledge of the Ontario court system, its jurisdictions, procedures, practices and peculiarities. Knowledge of the administrative processes and operation of the Provincial Offences Court sufficient to understand the integration of prosecutorial responsibilities and administration, the role of the Crown Attorney and Ministry of the Attorney General in the Provincial Offences Court process.
- Thorough working knowledge of the Municipal Act, Ontario Heritage Act, Planning Act, OLT processes, Provincial Policy Statements/Guidelines on land-use planning matters, other relevant planning-related legislation/regulations/guidelines and contemporary issues, Expropriations Act, Provincial Offences Act, Criminal Code of Canada, Evidence Act, Courts of Justice Act, Freedom of Information and Right to Privacy Act, Canadian Constitution, Contraventions Act, Highway Traffic Act, Ontario Fire Code, Fire Protection and Prevention Act, Building Code, etc., applicable case law as may be established by various levels of court including the Supreme Court of Canada, to assist and guide the interpretation and application of legislation, municipal by-laws and policies.
- Ability to interact effectively and courteously with all levels of staff, City Council and contacts in a political and community/client service environment; to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files; to build co-operative/collaborative working relationships, and internal and external alliances; and to champion divisional and corporate programs/initiatives, and the mission and values of the City.
- Thorough and comprehensive working ability to research and prepare by-laws, policies, contracts, leases, licence agreements, and other documents to ensure legal validity and protect the Corporation. Providing a full review of legal documents sent to the Department for execution by the Corporation.
- Excellent interpersonal, customer service, communication, public relations, project/time management, conceptual, analytical, research, problem solving, conflict resolution, facilitation, negotiation, presentation, and report writing skills.
- Proficient computer literacy, utilizing the Microsoft Office suite (Word, Excel, Outlook, PowerPoint and Access). Microsoft Project, Microsoft Visio, Adobe Writer, Internet, Teraview, GeoWarehouse, Quicklaw (or similar). Ability to use standard office equipment, i.e., photocopier, scanner, fax machine, camera and associated equipment.
- Availability to accommodate deadlines, meeting/event attendance and/or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required.

Conditions of Employment

- Satisfactory Criminal Record Check*

**Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the Police Record Check Procedure. Existing employees will be exempt from this requirement.*



Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

**Please note the City has recently launched a [Hybrid Work Program Procedure](#) that may allow a hybrid work arrangement for employees who meet the eligibility requirements.*

Hours: The normal hours of work are 35 hours per week; however, some non-standard hours may apply.

Wage: This is a permanent full-time non-union position with the following pay level and 2023 pay range:

- **Pay Level:** Level 13
- **Yearly Salary:** \$93,241.87 to \$124,930.95
- **Hourly Pay Rate:** \$51.23 to \$68.65

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this position. For full position details, please request a copy of the Job Description by emailing HR.Recruitment@Barrie.ca.