



The Corporation of the City Of Brantford
Legal
requires

Municipal Prosecutor – Job ID: 2032

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Prosecutions, the Municipal Prosecutor will provide prosecution services within the Provincial Offences Court operations for the City of Brantford. Duties include but are not limited to:

- Conducts prosecutions and appeals of offences under Provincial Statutes, Federal Statutes and Municipal Bylaws.
- Prosecutes Part I, Part II and Part III charges in Provincial Offences Court.
- Preparation of prosecution cases including but not limited to the coordination of documentary evidence, property ownership records, corporate searches and conviction records.
- Composes and analyzes technical legal documents and correspondence, including but not limited to Evidence Act Notices, disclosure materials, Notices of Motion, Affidavits, written submissions and Factums.
- Researches and analyzes case law using legal tools and resources available to determine appropriate course of action and to assess sufficiency of evidence at trial and make recommendations to City and enforcement staff.
- Conducts research, analyzes and interpretation of statutes and regulations as required for the evaluation of evidence in the preparation for trial. Keeps apprised of developing case law and amendments to statutes, legislation and the municipal by-laws.
- Carry out case-related legal research and prepare legal documents including trial and appeal factums, court motions and applications.
- Attend resolution meetings with defendants, agents and counsel as required.
- Assesses case files, determines the reasonable prospect of conviction, prosecutes cases in court, tenders evidence, examines and cross-examines witnesses, presents oral and written arguments, summarizes evidence and makes submissions regarding recommendations for judgment and sentencing.
- Coordinates and meets with the Ontario Provincial Police, the Brantford City Police, inspectors, investigators, enforcement staff, civilian and expert witnesses to prepare for their appearance in the Ontario Court of Justice.
- Attends neighbouring jurisdictions to prosecute as required.
- Performs screening of administrative penalties for the City of Brantford
- Review all materials filed with each APS application heard.
- Conduct mediations, where appropriate.
- Preside over screening reviews and render decisions based on the information presented.
- Conducts screenings of violations either in-person, by phone or administrative review; provides written notice of decision to defendant.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Brantford corporate and departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

- Must be licensed and in good standing with the Law Society of Ontario or have the required qualifications to be licensed. (NOTE: Successful completion of licensing requirements and becoming licensed is a requirement of this position).
- A University Degree or Post-Secondary education in a Legal Program, Paralegal Studies or related discipline plus an additional year for certification as a Court & Tribunal Agent.
- A minimum of three (3) years' experience is required in a courtroom as a prosecutor, defense counsel or paralegal.
- Experience in Municipal Bylaw, Fire Code, Building Code and Part III prosecutions is an asset.
- Experience in carrying out legal research and preparing court documents including factums, motions and applications.
- Strong organizational skills with the ability to manage multiple assignments in order to meet deadlines in a very demanding environment.
- Excellent communication skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders (e.g. judiciary, legal profession, enforcement agencies) and the general public.
- Proficient in a computerized environment with knowledge of Microsoft Office software (Outlook, Word, Excel and PowerPoint). Integrated Court Offences Network (ICON), Court Administration Management System (CAMS), SharePoint as well as other computer systems.
- A team player with excellent customer service and interpersonal skills with the ability to respect and deal with highly confidential and sensitive issues.
- Knowledge of provincial offences law in Ontario (e.g. the Provincial Offences Act, Highway Traffic Act, Liquor Licence Act).
- Knowledge of the processes and legal principles associated with courts in Ontario, and thorough understanding of the Canadian Charter of Rights and Freedoms and Charter challenges in Provincial Offence cases.
- Ability to carry out critical analysis of case and legal issues and determine appropriate courses of action within legislative, policy, and Rights frameworks.
- Strong negotiation and conflict resolution skills with the ability to deal with the other governments, judiciary, enforcement agencies, staff and the general public.
- Fluency in the French language (oral and written) would be an asset.

WAGE/SALARY RANGE: \$43.21 to \$54.01 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 21, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.