



## Law Clerk

Permanent Full-Time

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**Posted: Thursday, April 25, 2024**

**Job Number: PC-24-29**

**Job Type: Permanent Full-time, Union**

**Position Closing Date: Thursday, May 9, 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.

The Law Clerk position is responsible for providing office support to a lawyer, which involves drafting legal agreements, development agreements, by-laws, documents, and correspondence from a precedent, by referring and adhering to set guidelines and acts. Performs corporate and title searches as requested by other departments. Coordinates and drafts closing documents for acquisitions and dispositions of land for City purposes.

## 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)

- Two (2) year College Diploma in Law Clerk

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Policy** to determine if you may qualify for equivalency. Further information is available at [www.barrie.ca/government-news/jobs](http://www.barrie.ca/government-news/jobs)

- Position Equivalency Code: C

### **Experience**

- Three (3) years of experience performing duties related to the above mentioned major responsibilities
- Demonstrated experience within a municipal legal department, law firm, registry office or related work environment
- Demonstrated experience utilizing Teraview

### **Knowledge/Skill/Ability**

- General knowledge of the following legislation, regulations, or requirements: Land Titles Act, Municipal Act, Planning Act, Expropriation Act, City Policies and by-laws
- Demonstrated Ability to: deal with internal and external customers in a courteous and efficient manner
- Intermediate skills include: Customer Service; Interpersonal; Multitasking; Organizational; Prioritization; Research; Time Management; Written Communication
- Basic computer literacy using the following systems and software: Microsoft Office Suite (Word, Excel, Outlook) and the Internet; Accurate keyboarding speed of 50 w.p.m minimum

### **Conditions of Employment**

- Eligibility for and willingness to obtain full membership in Associate Member status with the Institute of Law Clerks of Ontario
- 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 who have met this criteria will be exempt from this requirement.

## **Other Important Information**

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

\*Please note that the City has a **Hybrid Work Program Policy** in place that may allow for a hybrid work arrangement for employees who meet eligibility requirements.

**Hours:** The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

**Wage:** This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2024 pay range:

- Pay Level: Level 6
- Yearly Salary: \$62,735.40 to \$75,184.20
- Hourly Pay Rate: \$34.47 to \$41.31

**Benefits:** This position includes a comprehensive 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.

**How to Apply:** Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

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.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing [\*\*HR.Recruitment@barrie.ca\*\*](mailto:HR.Recruitment@barrie.ca).

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