



# Municipal Prosecutor

**Job Number:** MUNIC005102

**Position Status:** Full Time

**Union:** Non Union

**Division:** Corporate Services

**Facility:** Lambton Shared Services Centre

**City:** Sarnia, Ontario

**Number of Positions:** 1

**Hours of Work:** 35 hours per week, 8:30am to 4:30pm, Monday to Friday

**Wage Rate:** \$40.30 to \$47.98/hour

**Date Posted:** September 10, 2024

**Closing Date:** September 22, 2024

**Starting Date:** October 28, 2024

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 25 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

## Position Overview

The Municipal Prosecutor provides prosecutorial services for the Provincial Offences Court in accordance with the Memorandum of Understanding (MOU) Prosecutorial Standards as set out by the Province of Ontario and Professional Rules. The Municipal Prosecutor is responsible for conducting Part I, Part II, and Part III prosecutions, appeals and early resolution meetings in the Ontario Court of Justice for offences under provincial statutes, selected federal statutes and municipal by-laws and any matters delegated by the Attorney General. In addition, the Municipal Prosecutor is responsible in delivering a wide range of legal services, as may be assigned.

## Job Duties and Responsibilities

### Legal Services:

- Prepare and conduct prosecutions of matters under Provincial Statutes, Municipal By-laws and the Contraventions Act (Canada) in the Ontario Court of Justice, commenced under Part I, Part II and Part III of the Provincial Offences Act (and other statutes), and any matters delegated by the Attorney General
- Oversee all matters concerning the prosecution of provincial offences including, without limitation, responding to written correspondence, preparing disclosure, reviewing witness lists, preparing witnesses for trial, drafting factums and books of

authority, negotiating plea arrangements and conducting trials, and maintaining positive relationships with enforcement agencies

- Prepare, review and respond to all provincial offence and/or Contravention Act appeals, which includes drafting factums and books of authority, negotiations and the argument of appeals before a Judge of the Ontario Court of Justice
- Review and manage all requests for disclosure
- Represent the County in the litigation of actions in the Small Claims Court branch of the Ontario Superior Court of Justice and provide assistance as requested in any other litigation proceeding involving the County
- Maintain legal reference materials, research legal matters, and conduct statutory, corporate, property, and tax searches as assigned
- Maintain current knowledge of developments in all applicable legislation and the common law
- Act as liaison between the County Solicitor and the County's departments, outside legal counsel, law enforcement agencies, officials of other Ministries, the Crown Attorney's Office, the Judiciary and members of the public, as assigned from time to time
- Provide training seminars to local enforcement staff
- Perform other duties as assigned consistent with the role of Municipal Prosecutor and paralegal

#### General:

- Incumbents must keep up-to-date on all relevant legislation and case law developments, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

#### **Supervision Requirements**

Direct Supervision: None

Indirect Supervision: None

Functional Authority: Provides direction, consultative services, and advice as it relates to prosecutorial services.

## **Credentials Required**

### Minimum Formal Education

- A paralegal education certificate, diploma or degree from a reputable, accredited educational institute

### Experience

- Five (5) years practical experience in a professional legal environment, preferably in prosecuting Provincial Offences matters
- Member in good standing with the Law Society of Ontario
- Licensed Paralegal
- Significant and demonstrated courtroom experience related to Provincial Offences; extensive knowledge of court procedures, rules of evidence and organizational understanding of the Justice System and Law Enforcement
- Thorough knowledge of the Provincial Offences Act, Highway Traffic Act, Contravention's Act, Rules of Evidence, Charter of Rights and Freedoms, and related statutes and regulations
- Proficient in all Microsoft programs, and common legal research software
- Must possess diplomacy, tact and communication (verbal and written) skills
- Proficiency in French, both oral and written, would be an asset

## **How to Apply**

Applications are accepted online until 11:59pm on Sunday, September 22, 2024. Please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and select job posting MUNIC005102 Municipal Prosecutor to apply.