



## **PARALEGAL**

### Regular Full-Time

#### **About Us**

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

#### **About You / What We Are Looking For**

We are seeking a talented paralegal to join our team of experienced real estate and property development legal professionals in a permanent full-time capacity. This unique opportunity allows you to contribute your skills and expertise in a work environment that values the balance between professional commitment as well as employee well-being.

Reporting to the Senior Staff Lawyer, and working alongside a team of lawyers, another paralegal and a legal assistant, you will be responsible for preparing and processing a variety of legal documents required in the acquisition and development of land for municipal and other purposes, including conveyancing documents, applications to deposit plan, road cancellation applications, municipal land title notices, statutory rights of way, covenants, options to purchase, and housing agreements. You will conduct land title and other due diligence searches and liaise with internal and external contacts related to the foregoing work. You will also undertake special projects and assignments as required.

#### **Minimum Qualifications**

The ideal candidate will have at least 3 years of experience as a real estate paralegal working on commercial land acquisitions and complex land development projects, and have familiarity with municipal development application processes. You will also have an in-depth knowledge of the Land Title Act and Land Title Survey Authority practices. You must be detail-oriented, proactive and have the ability to multi-task as well as to build and maintain strong working relationships, working collaboratively in a team setting. These attributes will be matched with a diploma or certificate in an accredited paralegal program.

#### **What We Offer:**

This CUPE position has an annual salary range of \$37.56 - \$44.20 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers). This job posting is open until filled.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*