

**Town of Caledon**

***make a difference***



**Job Title: Prosecutor**

**Closing Date: November 27, 2024 at 12:00pm EST**

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting to the Supervisor, Prosecution, the role of Prosecutor is responsible for the handling and prosecuting of cases before the Ontario Court of Justice under the Provincial Offences Act, Charter of Rights and Freedoms, Highway Traffic Act, Compulsory Automobile Insurance Act, Building Code Act, Planning Act, Fire Protection and Prevention Act, Contraventions Act, and municipal by-laws, in addition to the handling of prosecution appeals to the Ontario Superior Court of Justice and representing the Town at municipal hearing tribunals. The role upholds and implements the Town's obligations to prosecute matters to the standards required by the Memorandum of Understanding with the province, including the fair administration of justice and proper exercise of prosecutorial discretion. As the Prosecutor, you will perform the following duties, including but not limited to:

- Conduct prosecutions under Provincial Statutes, especially the Provincial Offences Act and Highway Traffic Act; the Charter of Rights and Freedoms, municipal by-laws, Building Code, Fire Code, Contraventions Act including motions, trials, applications, pre-trials, and all other court appearances relevant to the proceedings and legal research as required.
- Initiate, respond, and conduct appeal hearings in the Ontario Superior Court of Justice arising under the applicable legislation.
- Review and vet prosecution briefs, including information and summons under Part III of the Provincial Offences Act, witness statements, accident reports, reconstruction reports, confidential memos, etc. to determine whether charges are appropriate in accordance with applicable legislation.
- Develop and deliver training, both in written and oral format, and provide guidance to by-law enforcement staff, police, and other investigating bodies regarding prosecutions and court procedures under the Provincial Offences Act and any other applicable laws.
- Draft policies and procedures relating to prosecution-related tasks.



6311 Old Church Road  
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[www.caledon.ca](http://www.caledon.ca)

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- Perform research and provide advice on best practices and procedures to ensure prosecution services are delivered with excellence.
- Conduct appearances before Small Claims Court on behalf of the Town and prepare related court documents.
- Perform additional duties and undertake special projects as assigned.

## The Ideal Candidate

We are seeking an experienced professional with a post-secondary diploma in paralegal studies, law, or law degree or closely related field. Our ideal candidate has a minimum three (3) years related experience in law, prosecutions, or a closely related field and a certification/license in good standing with the Law Society of Ontario, to practice law or provide legal services as a lawyer or paralegal.

The ideal candidate will have demonstrated knowledge of the rules of evidence, the rules of civil procedure, the principles of sentencing and reasonable prospect of conviction evaluation. The Ideal candidate should have excellent verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached.

The successful candidate for Prosecutor will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,110.81 to \$106,743.45 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **November 27th, 2024, 12:00PM EST.***

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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