



LEGAL ASSISTANT

Maternity Leave Coverage Up to 12 Months

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. We offer competitive salaries, excellent benefits, numerous employee wellness incentives, and professional development opportunities.

We are searching for an experienced Legal Assistant to provide confidential administrative and legal support covering a maternity leave. The term would be up to 12 months, could be shortened/extended with notice.

The position will support in preparing, reviewing, and distributing a variety of legal documents required to facilitate legal transactions for the City. Other duties such as scheduling, managing due dates, triaging requests for legal support, risk management and document preparation and assembly. The position will also work along side the Executive Assistant to provide administrative support to the Senior Management Team and Chief Administrative Officer.

Key Responsibilities

- Provide clerical and administrative support
- Prepare and file court materials
- Review contracts, leases and other legal documents for completion and accuracy
- Process land title registrations and statutory declarations, obtain and review insurance records
- Oversee the intake and respond to liability claims as a liaison with the City's insurer
- Update and maintain a variety of filing systems, records, reports, manuals, employee and departmental files, departmental processes and practices, policies, procedures and forms
- Organize and coordinate meetings, may attend meetings as required
- Compose and distribute minutes and back up material if necessary
- Participate in projects which involve researching, compiling and analyzing information
- Maintain records under the Local Government Management Association Records Management System
- Provide confidential administrative support and vacation coverage to the Executive Assistant
- Perform other related duties as required

Education, Experience, Skills, and Abilities

- Completion of Legal Assistant Certificate or a related discipline from a recognized post-secondary institution
- 3 years experience processing legal documentation, preferably in a municipal setting
- Proficient in Microsoft Office and able to learn new software
- Experience handling highly confidential information with discretion and integrity
- Ability to use high degree of tact and good judgement; be attentive to details
- Excellent organizational, time management and planning skills
- Strong work ethic with the flexibility to adjust hours when required
- Class 5 BC Drivers License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-55E, Closes November 25, 2024
Exempt Position | 35 hrs/week | Benefits | Municipal Pension
Wage Range \$64,904 - \$72,115