



The City of Kawartha Lakes invites applicants to join our dynamic team as a **Municipal Prosecutor** in our Chief Administrative Officer Department, Legal-POA Division.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day they are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to support our values of Accountability, Respect, and Teamwork and we want you to ***Jump In*** with us!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: Employer paid benefits package, OMERS pension (defined benefit), short-term and long-term disability income replacement, education reimbursement, and other programs that foster innovation, leadership, and career advancement.

<b>Job Title</b>	<b>Municipal Prosecutor</b>
<b>Closing date</b>	December 15, 2024
<b>Salary</b>	\$90,578 - \$105,963 (2024)
<b>Reports To</b>	Manager, Prosecutions
<b>Department</b>	Chief Administrative Officer
<b>Location</b>	26 Francis Street, Lindsay
<b>Hours</b>	Normal working hours are 37.5 per week with core working hours between 8:00am and 5:00pm
<b>Other</b>	Combination of general office environment and occasional off-site travel. Attend meetings, conferences and departmental emergency situations, which may be outside of normal business hours

**Job Description:**

- Prepare and conduct prosecutions of matters under Provincial Statutes, Municipal By-laws and the Contraventions Act in the Ontario Court of Justice, commenced under Part I, Part II and Part III of the Provincial Offences Act and other statutes
- Oversee all matters concerning the prosecution of provincial offences, including, but not limited to: respond to written correspondence, prepare and provide disclosure, prepare witness lists, prepare exhibits for submission, bring and respond to motions, draft factums and books of authority, negotiate plea arrangements, conduct trials and pre-trials
- Review and manage requests for disclosure

- Prepare, review, initiate or respond to all provincial offence and/or Contravention Act appeals, including drafting factums and books of authority, negotiations and the argument of appeals before a Judge of the Ontario Court of Justice
- Provide direction, advice, and opinions to enforcement agencies to promote understanding of the legislation relating to provincial offences including providing training sessions to local enforcement staff

### **Skills/Education Required:**

- Post-secondary degree in Paralegal Studies, Court and Tribunal Agent and/or Legal Studies or a related field
- Minimum five (5) years of related progressive experience, preferably in a municipal environment
- Licensed Paralegal in good standing with the Law Society of Ontario
- Proven prosecutorial experience of municipal and provincial offences in the Ontario Court of Justice
- Must be able to comply with the Memorandum of Understanding standards as set out by the Province of Ontario
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
- Demonstrated proficiency in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, a Criminal Record Check will be required

Applicants must be prepared for online skill assessments.

Interested applicants are encouraged review the full job postings on our website and to apply on or before **December 15, 2024** through the [Careers](#) page on the City of Kawartha Lakes website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2420>

Accommodation requests will be reviewed on an individual basis in compliance with Ontario's Human Rights Code (HRC) and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.