

# Township of Langley

<b>Job Title:</b>	Paralegal
<b>Competition Number:</b>	25-U011
<b>Employment Type:</b>	Temporary Full-Time (from approximately March 3, 2025 – February 27, 2026)
<b>Pay Rate:</b>	\$37.58 - \$44.22 per hour (5 steps, 2024 rates), plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:30am – 4:30pm
<b>Competition Opening Date:</b>	January 6, 2025
<b>Competition Internal Closing Date:</b>	January 14, 2025
<b>Competition External Closing Date:</b>	January 27, 2025

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Paralegal** (from approximately March 3, 2025 to February 27, 2026) to join our team of professionals in the Property Services Department. This unionized position reports to the Manager, Property Services, and requires considerable initiative and attention to detail.

## Responsibilities

- Process (from start to finish) all legal documents required for the purchase and sale of municipal land
- Obtain and review title searches, registered documents, contracts, leases, and other legal documents in response to internal and external enquiries
- Draft contracts, agreements, and land title charges from precedent, as directed
- Review contracts, leases and other legal documents for completeness and accuracy and process registrations and releases, as required
- Maintain the department filing system and provide monthly, quarterly, annual statistics and reports to various departments
- Process rent and other monthly/annual payments, as required
- Perform related work as required

## Qualifications

- Completion of a paralegal diploma program plus considerable related experience in conveyancing procedures or an equivalent combination of training and experience
- Thorough knowledge of procedures, forms, documents, and legal terminology governing the conveyance of property and other rights and interest in lands, including Land Titles registrations
- Working knowledge of applicable legislation and bylaws
- Working knowledge of the role of other municipal departments as related to the work performed
- Ability to prepare, review and process legal documents related to municipal land matters and transactions
- Ability to research and obtain information from a variety of sources
- Legal Administrative Assistant Certificate will be considered an asset

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*