

Notice of Employment Opportunity

July 15, 2025

Licensed Paralegal, Legal & Adjudicative Services

The Town of Tecumseh is currently recruiting for a progressive, dedicated, customer focused professional to fill the full-time position of Licensed Paralegal, Legal & Adjudicator Services.

Job Summary

Reporting to the Director, Legislative & Clerk Services, this role will be responsible for providing a broad range of legal and prosecution services together with assisting in the delivery of all in-house legal services.

The Paralegal will play an important role at the Town, supporting in the development, implementation and management of the newly created Administrative Monetary Penalty (AMPS) division and program, all in alignment with Town goals and objectives. This includes providing strategic guidance, conduct data analysis, collaborate with cross-functional teams, government officials, and stakeholders to ensure the transparent and effective administration of the Town's AMPs program

Qualifications and Requirements

Applicants are required to have completed a minimum of a two-year college degree in Public Administration, Law, or directly related field. The preferred candidate must be a member in good standing with the Law Society of Ontario as a licensed Paralegal and be eligible for Membership in the Prosecution Association of Ontario. Candidates must have a minimum three (3) years' municipal or relevant experience including 2 years' experience related to the preparation of court documents and witnesses, and attendance at provincial court matters and/or tribunal matters. The successful candidate will have demonstrated proven experience in policy analysis, regulatory compliance, or business analysis, including ability to collect, analyze and manipulate financial information, to inform decision-making and evaluation of program performance.

Candidate will have demonstrated ability and knowledge of computer-based research systems accompanied by strong communication and public relation skills and the ability to exercise these with tact and discretion. In addition, the candidate will have proven leadership skills and good advocacy, organizational, investigative skills, accompanied with the ability to deal professionally and effectively with the public, staff and members of the Court, as well as strong analytical and problem-solving skills with the ability to work under pressure. Strong knowledge of municipal bylaws, regulations, administrative penalty systems and AMPs program is highly desirable.

Terms

The Town is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment interview, please advise us if you require accommodation. This position is based out of Town Hall with regular visits to Town facilities.

We invite you to visit www.tecumseh.ca to obtain further information about the municipality.

Salary

The Town offers an annual salary range of \$87,195 - \$102,006 (2025) per year depending on expertise and experience, in accordance with the Town's Salary Grid. This position is non-union and is subject to an employment contract.

This is a new position and applicants are invited to create a profile and submit resumes through the Town's website at employment.tecumseh.ca by **Friday, August 1, 2025 at 4:30 pm**.

All applications are appreciated; however only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA] and will be used solely for the purpose of candidate selection.

