

Job Title: Prosecutor

File Number:	2725	Employee Group:	Mgmt Non Union
Service Area:	Legal Services	Division:	Prosecutor's Office
Job Type:	Full-Time Permanent	# of Openings:	1

Summary of Duties:

Reporting to the Manager of Provincial Prosecutions, the Prosecutor conducts prosecutions and initiates appeals related to Provincial Offences Act (POA) matters.

Work Performed:

- Conduct prosecutions from initiation to disposition for POA matters for charges laid pursuant to Provincial legislation and City of London By-Laws.
- Research and prepare oral and or written arguments (factums); collect and evaluate evidence; interpret and apply statutes and precedence; decide whether or not to proceed.
- Present arguments, prepare witnesses, and anticipate counter defence positions while maintaining ethical standards and fairness.
- Conduct early resolution meetings with defendants and/or their representatives.
- Conduct appeals in the Ontario Court of Justice.
- Meet with law enforcement officers and provide direction with respect to provincial offence matters.
- Perform related administrative functions including providing disclosure, drafting correspondence, reviewing and processing files, and managing trial lists.
- Perform related duties as assigned.

Skills and Abilities:

- P1 Licence with Law Society of Ontario (LSO) or equivalent.
- Thorough knowledge of Highway Traffic Act, Provincial Offences Act, the Charter of Rights and Freedoms and applicable case law.
- In-depth knowledge of the policies, practices and court procedures related to the prosecution of provincial offences.
- Demonstrated understanding of the role and function of the prosecutor in trial and appeals.
- Excellent written communication skills to prepare correspondence and legal documentation.
- Demonstrated interpersonal and communication skills to effectively interact with witnesses and make legal arguments in Provincial Offences Court.
- Demonstrated organizational skill to manage court lists and meet statutory and administrative deadlines.
- Demonstrated ability to work independently in a quick paced environment; Initiative, ability to work with minimal supervision.
- Demonstrated ability to handle a daily case load of various provincial or by-law offences.
- Ability to manage difficult situations that may arise when conducting early resolutions and/or trials.
- Demonstrated ability to utilize a variety of MS Office applications such as Word, Excel, PowerPoint as well as e-mail, Internet and Intranet.

Qualifications:

- College Diploma in Paralegal Program or equivalent.
- Three to five years of experience would be preferred in Provincial Offences Courts, similar courts or administrative tribunals.

Compensation & Other Information:

\$77,276 - \$100,843

This posting is for one (1) permanent full-time position.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: Office. Subject to change in accordance with business requirements.

These hours of work and work arrangements are subject to change in accordance with business requirements.

Police Record Check

The successful candidate will be required to complete a Criminal Record Check.