



VISION:

A city that inspires

MISSION:

Working together to
enhance the quality of
life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

PARALEGAL

Legal and Legislative Services – Job # P1366

CLOSING DATE: AUGUST 21, 2025

JOB SUMMARY:

The individual is responsible for assisting the solicitors in the preparation, registration and filing of legal documents, primarily in the areas of real estate, municipal and administrative law; external and internal client communication; and some administrative functions. The individual may also be involved in the preparation of litigation documents and by-law drafting and consolidation.

This position reports directly to the Director of the Legal Department

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#)
[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- Must have graduated from a recognized educational institution with a diploma in Paralegal or equivalent services. A combination of education and experience may be considered.

EXPERIENCE:

- Must have a minimum of three 3 years' experience working in a legal real estate and/or development planning setting as a Paralegal or equivalent job duties.
- Must have demonstrated experience performing real estate transactions, property development, and administrative tribunal/court documents and processes.

LANGUAGE:

- The ability to communicate (oral and written) in both official languages is a requirement (English and French). As per provincial language proficiency standards, fluency is determined to be at the Advanced (3) level.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of real estate transactions, property development, and administrative tribunal/court documents and processes.
- Thorough knowledge and understanding of municipal operations and of the structures and processes of municipal government would be considered an asset.
- An excellent working knowledge of Microsoft Office (Word, Excel and Outlook), Service New Brunswick's online Registry and Mapping Services (PLANET) and Service New Brunswick's Corporate Registry Database. Experience working with a legal file management software system would also be considered an asset.
- Demonstrate a high degree of detail and accuracy in the performance of tasks.
- Strong communication, interpersonal, facilitation, negotiation and public relations skills to build and maintain effective relationships within the corporation and throughout the community.
- Strong organizational and time management skills to be able to meet deadlines
- Ability to work efficiently under pressure and have the ability to multi-task and reprioritize tasks.
- Ability to compile, analyze, organize, and evaluate facts and data of varied types and making appropriate recommendations based on findings.
- Ability to maintain records and reports.

CONTACT:

- This position has an impact on the image of the Corporation of the City of Moncton and will have frequent contact with internal and external customers.
- Requires courtesy and diplomacy for exchanging information through calls from the general public, civic administrator and elected officials. Requires behavioral characteristics that reflect the best interests of the corporation.

CONDITIONS OF WORK:

- The working conditions are in concurrence with the CHEA/PSAC Local 60200 Collective Agreement.