

## Legal Clerk Employment Opportunity

The City of Sarnia has an exciting opportunity for a motivated and driven Legal Clerk to join the Corporate Services Division, Legal Services Department.

**Job Status:** Full-time, Permanent (35 hours per week)

**Division:** Corporate Services

**Department:** Legal Services

**Union:** Non-Union

**Salary Range:** \$64,027.60 - \$81,044.60

**Closing Date:** September 2, 2025

### About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized city in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

### The Role

The Legal Clerk reports to the City Solicitor and/or Assistant City Solicitor and is responsible for providing administrative/research assistance and performing independent legal work and related tasks to support the department with insurance, risk management, real estate matters, and other legal projects.

### The Candidate

The ideal candidate for this role possesses a strong background in claims and risk management, insurance administration, real estate transactions, and legal support within a municipal environment. They demonstrate excellent organizational skills, attention to detail, and the ability to effectively manage multiple legal and administrative tasks.

### Qualifications

- A college diploma in a related field (Law Clerk, Legal Assistant, Office Administration-Legal, etc)

- A minimum of one (1) year of work experience, preferably in a municipal or legal environment

An equivalent combination of education, training and experience may be considered.

## Why Work With Us

The Legal Clerk plays a crucial role in supporting the legal and risk management functions within the municipality, ensuring compliance with policies, managing legal documentation, and assisting in the mitigation of legal and financial risks for the corporation. Join our team and play a key role in supporting our legal and risk management functions while working in a dynamic and collaborative setting.

The City offers competitive salaries alongside extended health, dental and travel benefits, life insurance coverage, access to our Employee & Family Assistance Plan (EFAP), and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We're an organization focused on the health and well-being of our employees, including a priority on work-life balance delivered through a unique earned-day-off package in addition to vacation time offerings.

[Apply Here](#)