

# BUILD A CITY. BUILD A FUTURE.



## ASSISTANT CITY SOLICITOR

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### EMPLOYMENT STATUS

Exempt – Term (12-14 Months)

### SCOPE

Reporting to the City Solicitor, the Assistant City Solicitor will be primarily responsible for conducting litigation matters, with a focus on bylaw enforcement proceedings, including civil injunctions, prosecutions, and hearings before City Council. The Assistant City Solicitor will also provide legal advice to staff on bylaw enforcement issues and other matters which may include risk management, policies, releases, and contracts. The position is for a 12 to 14 month term.

### RESPONSIBILITIES

- Acts as counsel for the City to enforce compliance with City bylaws by way of civil injunctions in the BC Supreme Court, prosecution proceedings in BC Provincial Court, and administrative hearings before City Council.
- Provides legal advice to staff on bylaw enforcement issues as well as on other matters on an as-needed basis. Conducts training of bylaw enforcement officers, employees and contractors involved in bylaw enforcement.
- Advises on and assists in developing and drafting new and amending bylaws.
- Exercises independent judgment when working with statutes and legal precedents.
- Prepares reports and memorandums regarding various legal issues.
- Performs other related duties as required.

### QUALIFICATIONS

- A Juris Doctor Degree (J.D.) or a Bachelor of Laws Degree (LL.B.) from a recognized university
- Membership in good standing in the Law Society of British Columbia
- Have a minimum of 3 years' experience as a practicing lawyer with a focus on litigation. Experience working in a municipal or government environment would be an asset, as would experience with prosecuting or defending regulatory proceedings.
- Ability to effectively communicate verbally and in writing
- Ability to work independently, organize workload, and set priorities
- Ability to deal tactfully, courteously and effectively with the public, staff, the courts, and management
- Ability to work collaboratively with others to produce deliverables
- Establishes and maintains effective working relationships with other City staff

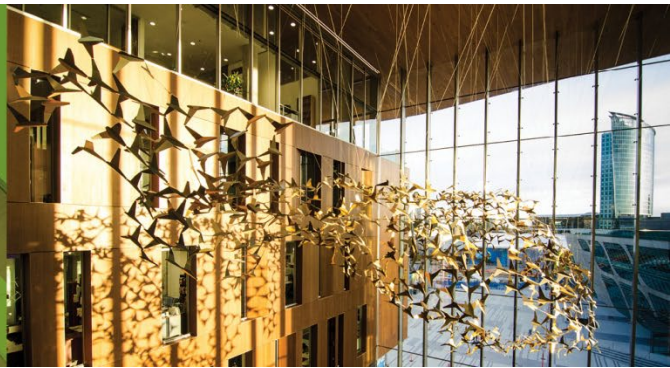
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Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)





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## OTHER INFORMATION

- Pay Grade: P3
- Rate: \$129,812 - \$152,720
- This position requires completion of a Police Information Check
- Successful applicants must provide proof of qualifications

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 6856

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