

**Job Title: Assistant Solicitor**

**Job Status: Permanent position (succession planning)**

**Section: Legal Services**

**Division: Clerk's and Legal Services**

**Department: Office of the Chief Administrative Officer**

**Location: Greater Sudbury, ON**

Welcome to the City of Greater Sudbury, where you'll discover more than just a dynamic place to live — you'll find a place where you can truly make a difference. Our dedication to our employees and residents is what sets us apart. With friendly team members, ongoing investment in your future and a variety of development opportunities, you'll be empowered to use your skills and talent to make a lasting impact on your community.

### **The Opportunity**

The City of Greater Sudbury is seeking a knowledgeable, solutions-focused solicitor to provide legal services exclusively on behalf of the municipality. Reporting to the deputy city solicitor, you will support Council, committees, boards and staff with clear, practical legal advice.

If you are a proactive legal professional with strong communication skills, sound judgment and experience navigating complex municipal or public-sector files, we encourage you to apply.

### **What You'll Do**

- Focus on real estate, land-use planning and development law
- Provide legal opinions, research and advice to Council, staff, and local boards.  
Attend Council, committee, Police Services Board and ad-hoc committee meetings as needed.
- Draft and review bylaws, agreements, contracts and other legal documents.
- Support contract and tender development and administration.
- Conduct or direct litigation before courts and tribunals.
- Assist in resolving disputes and claims to help avoid litigation.
- Monitor legislative changes and advise on impacts to City operations.
- Provide guidance and oversight to legal secretaries and law clerks.

### **What You Bring**

- LL.B. or J.D. and licensed to practice in Ontario (Law Society of Ontario member in good standing).
- Minimum three years of related municipal or public sector legal experience.
- Strong knowledge of relevant legislation and municipal processes.
- Excellent written and verbal communication skills (French an asset).

## Salary and Additional Benefits

The salary range for this position is \$136,805.76 to \$160,995.24 per year (effective April 1, 2026). We also offer a comprehensive health benefits plan (100 per cent employer-paid), an OMERS pension plan, life insurance, an Employee Assistance Program and more. We provide a supportive work environment that promotes work-life integration.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity. The successful candidate will be paid at a reduced pay rate until the minimum qualifications have been met.

## How to Apply

Visit [myjobs.greatersudbury.ca](https://myjobs.greatersudbury.ca) to apply online. The application deadline is March 30, 2026.