

Legal Assistant

Position ID: J0326-0205

Job Type: Full Time

Department: Legislative Services

Number Of Positions: 1

Min Salary: \$36.62/Hour

Max Salary: \$45.78/Hour

Posting Closing Date: April 03, 2026

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Legal Services at the City of Airdrie is a new and rapidly developing function. We are building foundational systems, processes, and standards that will shape how legal support operates across the organization. This role is ideal for someone who is motivated by building new structures, solving problems, and working in an environment where innovation and adaptability are essential.

This is not a traditional legal assistant role. The successful candidate will thrive as a self starter who proactively identifies needs, contributes ideas, and helps establish a modern, efficient municipal legal department. The Legal Assistant will support Municipal Legal Counsel with a broad range of administrative, organizational, and research based tasks, focusing on high quality service delivery and continuous improvement.

Legal Assistant will work independently and exercises judgement in determining whether information provided is sufficient, or whether it is necessary to instruct client departments to provide further information

and documentation or to request public sector to provide additional information. Legal Assistant also exercises independent judgment as to the extent to which it is necessary to research legal issues in order to properly execute documents or provide relevant background information for the Municipal Legal Counsel to determine the appropriate next steps.

Responsibilities include:

- Develop, organize, maintain, and update legal filing systems, precedent libraries, and contract templates to support efficient departmental operations.
- Prepare, edit, and format legal and administrative documents, including correspondence, contracts (e.g., leases, licences, utility rights of way, funding agreements), bylaws, policies, reports, and briefings.
- Support departmental modernization, process improvement, and service efficiency projects, including the creation of internal toolkits, reference materials, templates, and SOPs.
- Carry out preliminary research, including legal precedent, legislation, bylaws, policies, and prepare written research summaries under direction from Municipal Legal Counsel.
- Receive internal requests for legal support, monitor file progress, and follow-up with parties to help timely completion of requests.
- Track external legal counsel files, maintain documentation, and monitor deliverables, invoices, and key milestones requiring follow up.
- Track deadlines, manage calendars, schedule meetings, and diarize key dates for Municipal Legal Counsel and external legal files.
- Coordinate with City departments to gather information, clarify requirements, and support cross departmental initiatives related to legal matters, bylaw development, and policy drafting.

You Bring:

- Successful completion of a recognized 2-year Legal Assistant Diploma program.
- 3 years of progressively responsible legal experience involving planning and development law, contract law, and/or bylaw prosecution.
- Working knowledge of Municipal Government Act.
- Thorough knowledge of contract law and planning law.
- Working knowledge of Provincial Procedures Offences Act and Highway Traffic Act.
- Working knowledge of Court of Justice procedures.
- Working knowledge of external databases (Motor Vehicles, Alberta Online-Corporate Registry, Personal Property Registry, Land Titles, etc.) and internet search engines.
- Knowledge of Sharepoint is beneficial.
- Excellent oral and written communication skills.
- Excellent time management and organizational skills to work well under strict deadlines and commitments.
- Strong self-starter and problem solver.
- Strong ability to analyze contracts to ensure content clarity and, if necessary, recommend amendments to Municipal Legal Counsel.
- Strong ability to analyze and summarize information (written or verbal) coherently regarding risks to City or conflict with City policy.

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full-time position will be expected to work 37.5 hours per week.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

