

City of Greater Sudbury – Employment Opportunity

Posting # 3543

Job Posting 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: Tom Davies Square

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:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Friday, April 24, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca