



LEGAL/PRIVACY/FOI ASSISTANT (1 YEAR TERM)

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a highly organized, self-motivated administrative support professional to assume the duties of a Legal/Privacy/FOI Assistant. This position is a **temporary, one-year term position**.

Position Summary:

The Legal Assistant will provide support in the preparing, reviewing, and distributing a variety of legal documents required to facilitate legal transactions for the City. Provide support regarding corporate legal matters, including scheduling, managing due dates, triaging requests for legal support, risk management and document preparation and assembly. Provide support for the corporate privacy and FOI program. Provide confidential administrative support and vacation coverage to Executive Assistant for Mayor and Council.

Key Responsibilities:

Legal: This role provides comprehensive clerical and administrative support within the legal function, including reviewing contracts, leases, and other legal documents for accuracy and completeness, and processing land title registrations and statutory declarations. The position also obtains and reviews insurance records and coordinates liability claims as a liaison with the City's insurer. Responsibilities include maintaining and updating a variety of filing systems, records, reports, policies, procedures, and departmental documentation, as well as organizing and coordinating meetings, preparing minutes and supporting materials, and contributing to research and project work. The role requires building and maintaining strong working relationships and ensuring records are managed in accordance with the Local Government Management Association Records Management System.

Privacy/FOI: The role supports the administration of access to information and privacy requests by receiving, reviewing, and clarifying requests, and assisting the public in accessing records, including personal information. Duties include conducting preliminary assessments to determine appropriate processing under FIPPA, coordinating requests across departments, and gathering and organizing records within legislated timelines. The position also performs initial reviews of records, applies required redactions, and facilitates disclosure following supervisory review, while providing administrative support on privacy-related matters as needed.

Additional responsibilities include providing confidential administrative support and vacation coverage to the Executive Assistant, carrying out duties in accordance with established occupational health and safety procedures, and performing other related duties as required.

Our Ideal Candidate:

- Completion of Legal Assistant Certificate or a related discipline from a recognized post-secondary institution
- 3 years experience processing legal documentation, preferably in a municipal setting
- Proficient in Microsoft Office and able to learn new software
- Experience handling highly confidential information with discretion and integrity
- Ability to use high degree of tact and good judgement; be attentive to details
- Excellent organizational, time management and planning skills
- Ability to establish priorities and organize workloads
- Strong work ethic with the flexibility to adjust hours when required
- Class 5 BC Drivers License
- Ability to obtain a Police Information Check



Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-22E | Opens April 8, 2026 | Closes May 11, 2026
Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$78,791 - \$92,174