

# Township of Langley

<b>Job Title:</b>	Paralegal
<b>Competition Number:</b>	26-U049
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$37.58 - \$44.22 per hour (5 steps, 2024 rates) plus benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:30am – 4:30pm
<b>Competition Opening Date:</b>	April 16, 2026
<b>Competition Internal Closing Date:</b>	April 24, 2026
<b>Competition External Closing Date:</b>	May 7, 2026

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Paralegal** to join our team of professionals in the Property Services Department. Reporting to the Manager, Property Services, in this unionized position you will draft, compile and process legal documentation related to municipal land transactions. The Paralegal provides information and guidance on conveyancing matters and documentation, using strong initiative and established precedents. This position will appeal to detail-oriented individuals who enjoy working independently, managing priorities and contributing to a collaborative team in a fast-paced environment.

## Responsibilities

- Process all legal documents required for the purchase and sale of municipal land (from start to finish)
- Obtain and review title searches, registered documents, contracts, leases, and other legal documents in response to internal and external enquiries
- Draft contracts, agreements, and land title charges from precedent, as directed
- Review contracts, leases, and related legal documents to ensure completeness and accuracy, and process registrations and releases
- Provide guidance on legal matters and interpret applicable legislation, policies, procedures, and forms
- Maintain the Property Services records management system
- Perform related work as required

## Qualifications

- Completion of a Paralegal Diploma program plus considerable related experience in conveyancing procedures, or an equivalent combination of training and experience
- Thorough knowledge of procedures, forms, documents, and legal terminology governing the conveyance of property and other rights and interest in lands, including Land Titles registrations
- Working knowledge of applicable legislation and bylaws
- Working knowledge of the role of other municipal departments as related to the work performed
- Ability to prepare, review and process legal documents related to municipal land matters and transactions
- Ability to research and obtain information from a variety of sources
- Legal Administrative Assistant Certificate is considered an asset

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*