

BUILD A CITY. BUILD A FUTURE.



Senior Conveyancer (Conveyancer 3)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Real Estate Manager, this senior technical role is responsible for delivering complex conveyancing and land title services that support the City's real estate transactions, capital projects, and city-building initiatives. The Senior Conveyancer independently prepares, reviews, and registers land title documents; coordinates conveyancing requirements across multiple files; provides technical guidance to conveyancing and clerical staff; and serves as a key resource to internal departments, legal counsel, external agencies, and the public. The role requires sound judgment, accuracy, and a thorough understanding of conveyancing legislation, procedures, and City requirements.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

Conveyancing & Registration

- Prepare, review, and register land title documents and forms required for City acquisitions and dispositions including leases, licenses, easements, statutory rights-of-way, road dedications, exchanges, and other associated documents.
- Complete title searches, review registered charges and legal plans, and confirm documentation requirements with the Land Title Office, legal counsel, surveyors, and internal clients.
- Monitor conditions, approvals, execution requirements, registration status, and legal deadlines; initiate follow-up to ensure transactions are completed accurately and on time.

Transaction & Project Support

- Provide conveyancing support for complex projects, including site assemblies, park acquisitions, road exchanges, infrastructure projects, and City developments.
- Review agreements, bylaws, legal plans, surveys, and related transaction materials for completeness, consistency, and registrability.
- Prepare routine legal correspondence, transaction summaries, reports, statistics, and other documentation required to advance assigned files.

Records, Systems & Reporting

- Maintain complete, accurate, and well-organized legal and property records, including information relating to City-owned properties and registered interests.
- Develop and maintain systems, templates, and tools for scheduling, tracking, and reporting conveyancing activity, key dates, and transaction status.
- Contribute to process improvements that strengthen consistency, accountability, and efficiency across conveyancing services.

Technical Guidance & Stakeholder Support

- Provide day-to-day technical guidance, training, and work coordination to conveyancing and clerical support staff.
- Act as a conveyancing resource and liaison for City staff, lawyers, law firms, surveyors, the Land Title Office, external agencies, and members of the public.
- Explain technical conveyancing requirements clearly to non-technical audiences and identify matters requiring legal or

management review.

- Perform other related duties as required.

QUALIFICATIONS

- Completion of Grade 12, supplemented by a Conveyancing Certificate, Paralegal Diploma, Legal Assistant Diploma, Legal Studies Diploma, or related post-secondary education.
- A minimum of eight years of progressively responsible experience in real estate conveyancing, land title registration, or a closely related area. An equivalent combination of education and experience will be considered.
- Preference may be given to candidates with substantial conveyancing and land title experience gained in a municipal government, law firm, development company, Land Title Office, or comparable real estate environment.
- Extensive knowledge of conveyancing legislation, Land Title Office forms and procedures, land title registration requirements, legal plans, and documents used in municipal real estate transactions is preferred.
- Demonstrated ability to prepare and review complex legal documents and property records with a high degree of accuracy and attention to detail.
- Strong organizational, analytical, and problem-solving skills, with the ability to manage multiple assignments independently, prioritize competing deadlines, and follow matters through to completion.
- Ability to provide technical guidance to staff and communicate effectively with legal counsel, internal clients, external agencies, and the public.
- Proficiency with Microsoft Office and electronic document, records, and transaction-tracking systems.
- Valid BC Driver's License.

OTHER INFORMATION

Pay Grade: 24

Pay Steps	Hourly Rate
Step 1	\$45.20
Step 2 (6 months)	\$46.89
Step 3 (18 months)	\$48.86
Step 4 (30 months)	\$50.90

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7334.