



Municipal Law Assistant

Township of Oro-Medonte

About the Township

Nestled along the trails, shoreline and beautiful hills of Simcoe County, the growing municipality of the Township of Oro-Medonte offers a unique experience to work, live and play. Built on the care for our land and community, the Township leads with a people first mindset, seeking opportunities to continually improve our commitment to deliver exceptional public services, improve our ways of working, and support our team's development.

About the Role

Reporting to the Manager, Municipal Law/Chief Municipal Law Enforcement Officer, the Municipal Law Assistant coordinates and executes a broad range of administrative functions for the Municipal Law Division. The successful candidate will support enforcement operations, respond to public inquiries, process permits, licenses and applications, maintain records and databases, and provide exceptional customer service to residents and stakeholders.

Highlights of key responsibilities include:

- Provide administrative and office support to the Municipal Law Division, including correspondence, records management, meeting coordination, reception and public service.
- Process dog tag applications and maintain associated records and databases.
- Maintain Provincial Offences Act and Municipal Law records, databases and compliance documentation.
- Prepare notices, orders, reports and correspondence supporting Municipal Law Enforcement activities.
- Coordinate administrative functions for committees, applications, permits, licenses and fee collection.
- Respond to public inquiries regarding municipal law matters, property standards, parking and regulatory by-laws.
- Maintain division files and records in accordance with the Township Records Management System.
- Assist with invoice processing, file searches, quarterly reporting and departmental research.
- Promote excellent customer service and support continuous improvement initiatives.
- Exemplifies service excellence and actively engages in the Township's culture of learning and continuous improvement, actively pursuing opportunities to create efficiencies within a collaborative work environment; Demonstrates and promotes the Township's values of Respect, Integrity, Service Excellence.

Please refer to the Municipal Law Assistant job description for further information.

What You Bring

The ideal candidate possesses strong administrative, communication and customer service skills with the ability to work effectively in a municipal environment. You have completed a two (2) year College Diploma in Administration, Legal, Business or a related discipline, along with a minimum of two (2) years of related experience, preferably within a municipal law, by-law enforcement or municipal government setting.

You have knowledge of the Municipal Act, Provincial Offences Act and related By-Laws, excellent organizational skills, strong attention to detail, and the ability to manage confidential information with discretion. Proficiency with Microsoft Office applications and records management systems is essential.

A satisfactory Driver's Abstract and Criminal Background Check are required for this role.

What We Offer

This bargaining unit position offers a salary commensurate with experience and education (2026 salary range of \$26.70/hr. – 32.09/hr.). The Township of Oro-Medonte values work-life balance, employee well-being, and professional growth. In this role, you will enjoy a flexible work environment, comprehensive employer paid health coverage, contributory OMERS pension plan, engagement events, and learning and professional development opportunities.

The Township of Oro-Medonte is an equal opportunity employer and is committed to fostering a workplace culture rooted in equity, inclusion, and respect.

Application Deadline

If you are interested in joining our team of dedicated municipal professionals, we encourage you to submit your application through our Township's website via the link below by **4:30 p.m. on August 17, 2026**.

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.