Township of Langley

Job Title:	Paralegal
Competition Number:	26-U121
Employment Type:	Regular Full-Time
Pay Rate:	$40.26 - $47.37 per hour (5 steps, 2026 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	November 9, 2026
Competition Internal Closing Date:	November 18, 2026
Competition External Closing Date:	November 23, 2026

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Paralegal** to join our team of professionals in the, Corporate Administration Division, 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 established precedents and applicable legislation and related bylaws. 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
- 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
- Working knowledge of applicable legislation and bylaws
- Working knowledge of the role of other municipal departments as related to the work performed
- Legal Administrative Assistant Certificate is considered an asset

Apply Now

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