

LEGAL ASSISTANT

REGULAR FULL-TIME

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*

EMPLOYMENT STATUS

Exempt - Regular Full-Time

SCOPE

The City of Surrey is seeking a Legal Assistant to join a professional and collegial team consisting of solicitors, paralegals and legal assistants to perform a wide array of complex and confidential, legal, and administrative tasks in support of the lawyers within the Legal & Risk Services Division.

RESPONSIBILITIES

Reporting to the City Solicitor in the Legal & Risk Services Division, the Legal Assistant is responsible for the following:

- Screen and address incoming files, inquiries, and correspondence
- File intake and file closing
- Schedule meetings and prepare relevant documentation
- Draft and edit general correspondence, agreements, legal opinions, and other documentation
- Assist with Freedom of Information requests, including searching for responsive records and redacting documents
- Exercise a high level of confidentiality and tact
- Exercise independent judgment when working with precedents
- Corporate and land title searches
- General reception duties
- General office duties as required

QUALIFICATIONS

- Completion of Grade 12 or equivalent, supplemented by a legal administrative assistant certificate or diploma by an accredited program
- Minimum of 3 years experience as a legal assistant, experience working with solicitors would be an asset
- Experience with Freedom of Information Act requests would be an asset
- Experience working in a municipal or government environment would be an asset
- Strong attention to detail and accuracy
- A high level of proficiency with MS Word, Excel, PowerPoint, Outlook, Adobe Acrobat and various document management systems
- Strong written and verbal communication skills
- Exceptional interpersonal skills and ability to work both collaboratively in a team environment and independently
- Organized and meticulous
- Ability to work under pressure in a busy environment and to multi-task, prioritize, and organize within strict timelines
- Eagerness to assist with the needs of the office as they arise
- Strong working knowledge of current legal office practices, procedures and filing systems
- Solid knowledge of basic legal concepts, principles and terminology



ADDITIONAL INFORMATION

- This position requires the completion of a Police Information Check
- Successful applicants must provide proof of qualifications
- Salary Information – A2: $79,314 - $93,311

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7423.

This job will be posted until the position is filled.