

MUNICIPAL PARALEGAL

Employment Status:	Permanent, Full-Time
Compensation Range:	\$47.25 - \$55.29 / 35 hours per week
Location:	London, ON
Union/Non-union:	Non-Union Management

POSITION OVERVIEW

Reporting to the Director of Legal Services, the Municipal Paralegal plays a critical role in the delivery of legal services for Middlesex County and its participating partner municipalities. This position is responsible for independently prosecuting matters under the Provincial Offences Act before the Ontario Court of Justice. In addition to prosecutorial duties, the Municipal Paralegal provides comprehensive legal support and guidance to the Legal Services Department, assisting with research, document preparation, and the effective management of legal files.

QUALIFICATIONS

- Completion of a University Degree or Diploma in Criminology, Law Enforcement, Sociology or a related discipline.
- 3 to 5 years' experience in a courtroom as a municipal prosecutor dealing with Part III provincial offences, municipal by-laws, FPPA, Building Code, Planning Act, Appeals and Small Claims Court proceedings.
- Experience in carrying out legal research, factums and responses.
- Licensed by the Law Society of Ontario as a Paralegal.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on November 13, 2024**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Health and Dental Benefits
- Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE:	Municipal Paralegal		
DEPARTMENT:	Legal Services – Administration		
REPORTS TO:	Director of Legal Services		
EFFECTIVE DATE:	September 2024	POSITIONS SUPERVISED:	N/A

POSITION SUMMARY:

Reporting to the Director of Legal Services, the Municipal Paralegal plays a critical role in the delivery of legal services for Middlesex County and its participating partner municipalities. This position is responsible for independently prosecuting matters under the Provincial Offences Act before the Ontario Court of Justice. In addition to prosecutorial duties, the Municipal Paralegal provides comprehensive legal support and guidance to the Legal Services Department, assisting with research, document preparation, and the effective management of legal files.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

Municipal Legal Services

- Represents the County and its participating municipalities before Small Claims courts and administrative tribunals. Drafts legal documents, including motions, and briefs, ensuring compliance with relevant legislation.
- Drafts and reviews legal documents, including agreements, contracts, by-laws, policies, and procedures, ensuring accuracy, clarity, and adherence to relevant legislation and regulatory requirements.
- Conducts comprehensive legal research and analysis on various municipal, regulatory, and legislative topics to support informed decision-making.
- Supports the Director of Legal Services and the Senior Legal Counsel with preparing detailed reports, legal opinions, and documentation that reflect current case law, regulations, and legislative requirements.

Prosecutions

- Conducts prosecutions and appeals under Provincial Statutes, Municipal By-Laws, and other regulations, including the *Provincial Offences Act*, *Fire Protection and Prevention Act (FPPA)*, *Building Code*, and *Planning Act*.
- Reviews case files, gathers evidence, and interviews witnesses to build a strong prosecutorial case.



- Drafts legal documents, including charges, motions, factums, and applications, ensuring they meet statutory requirements.
- Researches, prepares, and presents responses to legal arguments from opposing counsel/agents and conducts pre-trial meetings and negotiations with defendants, opposing counsel, and enforcement agencies.
- Performs administrative duties related to prosecution operations, including scheduling trial dates, managing adjournments, and maintaining comprehensive records of legal files and case dispositions.
- Liaises with municipal staff, law enforcement, and regulatory agencies on the legal requirements for evidence preparation.
- Responds to enquiries from the public, enforcement agencies, and staff concerning prosecutions.
- Performs administrative duties associated with the prosecution division operations such as assisting in adjournment of trial dates and conducting resolution meetings.

Other Duties:

- Responsible for tracking and reporting all working and billable hours to the County and its participating municipalities.
- Manages and maintains legal files, ensuring accurate and timely documentation, record-keeping, and confidentiality of sensitive information
- Maintains an up-to-date knowledge and understanding of statutory and regulatory enactments, amendments and the common law and recommends appropriate operational, compliance and/or policy reviews.
- Provides leadership, work direction, training to other staff in the department.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

Note: the above represents the major functions of the position but does not preclude the addition of other related functions as required.

MINIMUM QUALIFICATIONS

Education & Experience

- Completion of a University Degree or Diploma in Criminology, Law Enforcement,



Sociology or a related discipline.

- 3 to 5 years' experience in a courtroom as a municipal prosecutor dealing with Part III provincial offences, municipal by-laws, FPPA, Building Code, Planning Act, Appeals and Small Claims Court proceedings.
- Experience in carrying out legal research, factums and responses.
- Licensed by the Law Society of Ontario as a Paralegal.

Knowledge, Skills and Abilities

- Knowledge of provincial offences statutes, provincial offences law under Part I, Part II and Part III in Ontario.
- Knowledge of the functions and responsibilities of Ontario courts, rules of practice, procedure, legal concepts, terminology and evidentiary requirements with respect to Provincial Offences.
- Knowledge of Small Claims Court proceedings including application preparation, filing procedures, examinations for discovery, settlement conferences and in-court litigation procedures.
- Ability to work independently without direct supervision.
- Ability to deal tactfully and effectively with the judiciary, legal professionals, enforcement agencies and the public.
- Ability to manage multiple projects and assignments to meet deadlines in a very demanding service focus environment.
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- Strong communication and interpersonal skills, with the ability to explain complex legal matters clearly and concisely.
- Ability to manage multiple projects and assignments to meet deadlines in a very demanding service focus environment.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel. Knowledge of legal software systems (i.e. ProLaw).



Other

- Current Criminal Record Check that is satisfactory to Middlesex County.
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Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.