

## Lawyer

Legal and Legislative Services

### Job Description:

Reporting to the Director of Legal and Legislative Services, the Lawyer is responsible for providing a wide range of legal services to the Municipality.

### Specific Duties:

- Provide legal advice to various municipal departments.
- Prosecute contraventions of various municipal by-laws in the Ontario Court of Justice (Provincial Offences Court).
- Represent the Municipality at tribunals and other legal proceedings as assigned.
- Negotiate, prepare and review legal agreements, contracts, by-laws, policies and other legal documents.
- Adhere to the highest standards of professional and ethical conduct.
- Contribute to a work environment that fosters pride in being part of a team and promotes personal growth.
- Comply with the Occupational Health and Safety Act as well as the Municipality of Leamington's Health and Safety Program.
- Other duties as assigned.

### Qualifications:

- Must have a Bachelor of Laws or Juris Doctor and be a member in good standing with the Law Society of Upper Canada.
- Must have a minimum of 3 years' experience practicing law with an emphasis on prosecutions, real property law and/or planning and development law preferred.
- Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Must be able to effectively manage multiple projects concurrently, prioritize workload, meet deadlines and be detail oriented and accurate.
- Must have the ability to be tactful and discrete when handling matters of a confidential or politically sensitive nature.
- Must have superior written and verbal communication skills.
- Must have experience with Windows and Microsoft Office applications.

### Hours of Work:

35 hours per week. Some travel and attendance at evening meetings is required. Lieu time capped at 35 hours annually.

### Employee Group:

Non-Union.

### Wage Rate:

\$3,324.74 to \$3,755.53 biweekly (2018 Rates) and a benefits package is included.

### Closing Date:

Applications must be received by 11:59 PM, Wednesday February 13, 2019.

### How to Apply:

Interested candidates must apply online, at [www.learmington.ca/careers](http://www.learmington.ca/careers)

We thank all applicants, however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761