



Law Clerk

The Town of BWG is looking for a highly motivated, organized and self-guided professional to join the Legal division of the Corporate Services Department.

Reporting to the Director of Corporate Services/Town Solicitor/Clerk, the position is responsible for the coordination, administration, and resolution of legal services matters, which includes preparing and completing contracts, agreements, leases, easements, restrictive covenants, encroachments, etc., and registering the same on title as required. This position is responsible for facilitating acquisition and disposition of lands and expropriations; attending to the coordination of land registrations related to the planning, development and capital program; reviewing and drafting by-laws for enactment; performing title and other searches; and other duties as assigned.

Preferred candidates will have a post-secondary education in a Law Clerk program and a membership with the Institute of Law Clerks of Ontario. Candidates will have a minimum of three (3) years of experience in legal, contract, real estate and conveyancing combined with knowledge of the Municipal Act, 2001, and other municipal statutes. The individual will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public and exercise discretion and judgement when handling confidential information. Candidates will also possess the ability to maintain a very high standard of professionalism and complete work with a high level of accuracy; have the ability to prioritize work and to work under pressure to meet deadlines; and availability to work overtime as may be required. The successful candidate must have demonstrated proficiency with information technology and Office Suite of applications. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the general public. In addition, a criminal record check will be required upon hire and candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

This position offers a salary range of \$63,041 to \$78,801 (2022 rates) working 35 hours per week plus a competitive benefit package.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-LC01** by **January 28, 2022** to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.