

Description:

Reporting to the City Solicitor the individual will be responsible for performing a wide variety of legal and administrative tasks providing support to the departmental lawyers. The individual will also draft by-laws for City Council adoption.

Although the position works primarily in one area, the position is expected to develop and maintain proficiency in various areas through cross-training and may also perform work from other areas within the department.

Responsibilities:

- File/records management (electronic and physical files) and assist with administration of workflow and tracking.
- Draft and submit municipal and community planning by-laws and associated reports to City Council.
- Meet various time sensitive deadlines.
- Prepare and review wide range of documents (correspondence, agreements, litigation, reports to City Council).
- Perform general office duties and provide administrative support to lawyers.
- Monitor deadlines to file documents, limitation dates and maintain tickler/bring forward system.
- Prepare pleadings in accordance with the Rules of Court and other legal documents.
- Electronic and hard copy filing of documents.
- Assist in legal research.
- Respond to inquiries from Members of City Council, client departments and the public, as well as establish and maintain effective working relationships.
- Scanning, photocopying, binding, as required.
- Act as back-up for departmental receptionist, as required.
- Other related duties, as required.

Education and Experience:

Successful completion of a Paralegal or Legal Assistant diploma from a recognized post-secondary institution and a minimum of three years of related work experience.

Position Specifications:

Knowledge and Skills:

- Highly detail-oriented, exceptional organizational skills and flexible to changing priorities.
- Knowledge of applicable provincial legislation (*Local Governance Act, Community Planning Act, Business Improvement Areas Act*) and court procedures and processes.
- Exceptional communication and interpersonal skills, focus on client service, high degree of professionalism and calm under pressure.
- Strong time management and multi-tasking skills.
- Dependable; work completed with high degree of accuracy.
- Ability to maintain confidentiality and a professional approach; goal and results oriented and an innovator who displays trustworthiness, integrity and enthusiasm.
- Ability to build effective, strong interpersonal relations, effectively interacting with others.
- Must possess demonstrated effective organizational and time management skills.
- Proficient typist and proficiency with Microsoft Office (Word, Outlook, Excel) Adobe Acrobat and Service New Brunswick's Corporate Registry Database.
- Self-motivated; a strong work ethic.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Research skills; familiarity with CanLII and Lexis-Nexis.
- Ability to work independently, demonstrate sound judgment and decision-making skills and participate as a team member to meet the needs of clients and build positive relationships.
- Ability to prioritize tasks with minimal supervision to ensure deadlines are met.
- Positive attitude and enjoys working in a collaborative team environment with a diverse and varied workload.
- The ability to communicate in both official languages will be considered an asset.
- Experience with Municipal Law and an understanding of municipal operations and processes would also be considered an asset.

Other Working Conditions:

- Must be capable of becoming a Commissioner of Oaths.
- Testing may be done to evaluate knowledge, skills and abilities.
- This position will be working in a busy office environment. There will be long hours sitting and using a computer, with numerous deadlines.

Interested individuals may apply in writing to hr@fredericton.ca by 4:30 pm on July 8, 2022
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

All interviews will take place virtually via Microsoft Teams

Internal/External Posting