

Position Description

Position Title:	Legal Assistant
Department:	Legislative & Protective Services
Last Updated:	August 2024
Classification:	CS3
# Direct Reports:	0

Summary

The Legal Assistant provides administrative support in the preparation, review, and distribution of a variety of legal documents, and to the Administration department as support and backup to the Executive Assistant.

Key Duties & Accountabilities

- Undertakes administrative duties and provides support and recommendations to the Manager of Contracts & Agreements on a variety of highly confidential, legal, and politically sensitive matters
- Tracks and coordinates due dates, triaging requests for legal support, reviewing contracts, leases and other legal documents for completion and accuracy before execution by senior staff
- Researches, composes, and assists in preparing complex legal documents, including agreements, bylaws, contracts, leases, covenants, housing agreements, affidavits, and statements of claim
- Monitors and maintains the Council and Mayor inboxes, and composes letters, memos, and other communications as required
- Supports the Executive Assistant in maintaining Council appointment schedules by planning and scheduling meetings, conferences, teleconferences and travel
- Coordinates the flow of information, correspondence, and documents, ensuring that matters of urgency and political sensitivity are dealt with promptly
- Processes and responds to enquiries and complaints concerning legal documents, land related issues, legislation, regulations, and departmental and corporate policies and procedures
- Provides corporate support with respect to legal documents, policies, procedures, and Land Title Office functions and requirements
- Facilitates, processes and prepares legal documents for all property purchased and sold by the City, road closures and dedications, and expropriations
- Acts as the authorized agent for Land Title issues, conducts land title and company searches, prepares and registers Land Title documents and plans, and resolves a variety of issues with the Land Title Office
- Establishes and maintains an extensive confidential records management system
- Reviews, develops, and implements new and revised methods, procedures, and systems to ensure the timely and effective processing of related work
- Provides general administrative support to the CAO and Council and acts as the Executive Assistant as required
- May be requested to work outside office hours, including in support of events and local emergencies.
- Performs other related duties as required

Qualifications

- Post-secondary education/certificate in legal administration and three (3) years' experience in a legal office, preferably in a local government setting (or an equivalent combination)
- Experience in land related document preparation and registration including an understanding of Land Title Office practices and procedures, is an asset
- Working knowledge of the legal documents used in local government and the ability to compose and produce them with the highest level of accuracy and precision
- Working knowledge of municipal and departmental functions and practices, objectives and procedures, legislation, policies and regulations
- Working knowledge of court procedures and relevant legislation and regulations, and the ability to prepare and assemble court documents with the highest level of accuracy and precision
- Working knowledge of land conveyance and the ability to independently assemble and prepare the necessary documents with the highest level of accuracy and precision
- Working knowledge of administrative and legal records management principles and practices
- Ability to deal appropriately with confidential, legal, political, and sensitive issues and information
- Ability to effectively deal with enquiries, complaints, and requests for information and services.
- Ability to interpret and explain legislation, regulations, policies, and procedures
- Ability to conduct research, analyze information, evaluate options, and develop effective recommendations
- Proven problem solving and implementation capacity using creative thinking within tight deadlines and with limited resources
- Strong interpersonal, communication, and facilitation skills, and the ability to establish and maintain good working relationships with colleagues, internal and external officials, clients, and key partners
- Strong technical abilities and proficiency in a variety of computer systems and software applications, including Microsoft Office
- Ability to maintain a high level of confidentiality in a legal and political environment
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself.