

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Law Clerk

The incumbent is responsible for providing conveyancing services to the City. The incumbent is responsible for conducting title searches and evaluating the quality of title to real property, and for making recommendations as to actions required to ensure that the City's legal interests are protected.

Duties also include drafting and registration of title-related legal documents, drafting documentation relating to the assumption of City services, road closures and part lot control and coordinating each of the processes through to completion. The incumbent is also responsible for the calculation and collections of legal fees and disbursements and keeping the City's Land Ownership Registry current.

Successful applicants will possess the following:

- Law Clerk Diploma (3 Year Advanced Program) or equivalent.
- A valid Teraview Licence.
- Five years' conveyancing experience in a real estate-related environment.
- Two years' experience using the Teraview Electronic Registration System.
- Experience in a municipal environment is an asset.
- Advanced conveyancing knowledge and skills.
- Advanced ability to evaluate complex title and execution searches.
- Advanced knowledge of the Teraview Electronic Registration and Title Search System.
- Advanced ability to prepare legal documentation relating to land development and real estate.
- Advanced ability to research, analyze and evaluate information of a legislative and/or legal nature.
- Ability to be discreet when dealing with matters of a sensitive and/or confidential nature.
- Ability to prioritize work independently under own initiative or as a team member within established policies and procedures with minimum supervision.
- Demonstrated knowledge of MS office software products with the following skill levels required:
 - MS Word and MS Excel – Advanced
 - Teraview On-Line Registration and Title Searching System – Advanced
 - MS Outlook – Intermediate
- Well-developed interpersonal, organizational, analytical, customer service and communication (written and oral in English) skills.
- Demonstrated ability to deal courteously and professionally with staff and the public.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class "G" Ontario Driver's Licence and provide consent for a Driver's Abstract. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from \$36.81 to \$40.90 (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Monday, September 16, 2019** to:

Recruitment Specialist
Human Resources Division
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected 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 be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer