

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

ASSOCIATE SOLICITOR

Reporting directly to the Director, Corporate Services & City Solicitor, the incumbent works within the Legal Services section. The incumbent is responsible for the delivery of a wide range of legal services (excluding employment and labour law) for the City. They assist the Director, Corporate Services & City Solicitor by providing legal advice in all matters of law affecting the municipality.

Successful applicants will possess the following:

- University undergraduate degree with a Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) from a common law program offered by a Canadian university approved by Convocation of the Law Society of Upper Canada (LSUC). Licensed by LSUC to practise law.
- Eight years' experience as a solicitor preferably in a municipal or government environment with a primary focus on Municipal law, land development and real estate related matters.
- Working knowledge of planning, Municipal real estate and land development law and all provincial authorities related thereto.
- Working knowledge and understanding of applicable government legislation, regulations and policies.
- Superior communication, negotiation, research, conflict management and interpersonal skills.
- Proven ability to:
 - Independently plan and prioritize a varied workload and meet objectives.
 - Draft legal documents including contracts and by-laws.
 - Prepare and present matters to courts and tribunals, especially planning matters before the Ontario Municipal Board.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must possess a valid Class "G" Ontario Driver's Licence and a reliable personal vehicle for use on the job. A clean driving record is preferred.
- Must be prepared to undergo a Criminal Reference check as a condition of employment.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$137,668.02 based on a 35 hours per week.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on Friday, October 14, 2022 to:

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

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: [pickering.ca/employment](https://www.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 is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request. All employees are governed by the City's Mandatory Vaccination Procedure.