



## POSITION VACANCY

<b>Call Number:</b>	<b>2021 - 01</b>
<b>Position:</b>	<b>Junior Law Clerk</b>
<b>Type of Vacancy:</b>	Permanent
<b>Work Schedule (hours &amp; days):</b>	Monday to Friday 8:30 am to 4:30 pm (35 hour work week)
<b>2020 Salary Range:</b>	\$53,974 to \$67,467
<b>Date Posted:</b>	January 2, 2021
<b>Closing Date:</b>	<b>January 15, 2021 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, January 15, 2021.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

## CITY OF NIAGARA FALLS

### POSITION DESCRIPTION Legal Services

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Junior Law Clerk

**POSITION SUMMARY:** Responsible for the preparation and registration of various agreements and documents; Title Searching for other departments and as required by the City Solicitor; Assisting the Senior Law Clerk with real estate transactions and property matters, and, the performance of administrative duties for the City Solicitor.

**RESPONSIBLE TO:** City Solicitor and Senior Law Clerk

**SUPERVISES:** N/A

**RESPONSIBLE FOR:**

1. Drafting and preparation of Construction Contracts, Site Plan Agreements, Encroachment Agreements and other miscellaneous agreements together with the preparation of ancillary documentation required to execute and implement such agreements.
2. Providing title searching for land inquiries, planning processes and real estate transactions including obtaining Corporate Searches, Execution Searches and Personal Property Security Act Searches for all municipal departments.
3. Corresponding with other departments to facilitate the completion of projects relating to real estate matters including preparation and registration of Transfer Easements; Transfer, Release & Abandonments; Release of Agreements; Transfers for road widening and/or daylight triangle acquisitions; mapping and MPAC issues for Finance/GIS Departments, etc.
4. Entering new material and updating and maintaining the City-Owned Properties Database.
5. Preparation of documents for real estate transactions, including Transfers, Statement of Adjustments, Requisition Letters, and, all other additional closing documents required together with reporting out to various departments after closing.
6. Preparation and registration of by-laws for various real estate matters including removal of part lot control by-laws; deeming by-laws; execution by-laws, etc.
7. Responding to inquiries from the public relating to real estate matters.
8. Performance of all other duties as required to facilitate City Solicitor.

**POSITION REQUIREMENTS:**

Minimum is college diploma of the Legal Assistant/Law Clerk Programme.

Two (2) years of experience in a law office.

Experience in property/realty matters is essential.

Experience with Teraview and Cyberbahn programs is essential.

Revised: December 16, 2020.