



Middlesex County  
Barrister &  
Solicitor's Office

## EMPLOYMENT OPPORTUNITY

### **Legal Assistant (Permanent, Full-Time)**

#### **About Middlesex County**

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

The Middlesex County Barrister & Solicitor's Office ("MCBSO") is a municipal law office established in 2012, which provides advice and legal representation with respect to all legal matters to the Corporation of the County of Middlesex (the "County") and to each of the eight lower-tier municipal corporations located within the geographic boundary of the County when such corporations retain the office.

#### **Working at Middlesex County**

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

#### **Position Overview**

Reporting to the County Barrister & Solicitor/Director of Legal Services, the Legal Assistant supports the County Barrister & Solicitor and the Director of Legal Services with a variety of administrative and clerical functions.

#### **Qualifications**

- Two-year college diploma in a related discipline
- 1+ years of experience as a Legal Assistant or similar role
- Proficiency with the use of Microsoft Word, Excel, Outlook and Adobe
- Strong communication and interpersonal skills
- Ability to work effectively both independently and as part of a team
- Ability to work within tight timelines
- Excellent organizational, interpersonal, and project management skills

Additional details and a full job description are available at [www.middlesex.ca](http://www.middlesex.ca).

## **What We Offer**

- Competitive compensation: the pay rate for this position is \$28.27 to \$33.06 per hour for 35 hours per week
- Comprehensive health and dental benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

## **How to Apply**

If you are interested in this opportunity, please submit your cover letter and resume to **Rebecca Zeldon, HR Advisor**, by email at [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on August 11, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

## **Accommodations**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

## **Additional Information**

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.