

Junior Legal Counsel or Municipal Paralegal

Employment Status:	Temporary, Full-time (up to 12 months)
Compensation Range:	Junior Legal Counsel: Hourly: \$55.84 to \$65.32 Salary: \$101,628.80 to \$118,882.40 Non-Union Grid, Grade 7 Municipal Paralegal: Hourly: \$50.14 to \$58.65 Salary: \$91,254.80 to \$106,743.00 Non-Union Grid, Grade 6
Hours:	35 hours per week
Location:	London, ON

POSITION OVERVIEW

The County of Middlesex has one temporary full-time opportunity available in Legal Services. The successful candidate will be hired as either Junior Legal Counsel or Municipal Paralegal, depending on their qualifications, licensing, and experience.

Candidates who do not meet all requirements for Junior Legal Counsel may be considered for Municipal Paralegal.

QUALIFICATIONS

Municipal Paralegal Stream

- LL.B. degree or college-level legal studies program, with membership in good standing with the Law Society of Ontario.
- 3 to 5 years of municipal prosecution/courtroom experience, including provincial offences, municipal by-laws, FPPA, Building Code, Planning Act, appeals, and Small Claims Court proceedings.
- Experience carrying out legal research, factums, and responses.

Junior Legal Counsel Stream

- LL.B. or J.D.; licensed to practice law in Ontario; member in good standing with the Law Society of Ontario; articling completed and called to the Ontario Bar.
- Ability to conduct legal research and draft agreements, contracts, licences, leases, tender documents, by-laws, policies, memoranda, and other corporate documents.
- Ability to manage competing priorities, meet deadlines, and work independently and as part of a legal services team.

Other Requirements

- Valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required.
- Current Criminal Record and Judicial Matters Check that is satisfactory to Middlesex County.
- Strong communication, interpersonal, organizational, and time management skills; proficiency with Microsoft Office applications. Knowledge of ProLaw would be considered an asset.

ABOUT MIDDLESEX COUNTY

Middlesex County is a vibrant upper-tier municipality in Southwestern Ontario, made up of unique villages, towns, and rural communities with strong connections to both residents and visitors. We offer a thriving business climate, access to major transportation routes, quality healthcare, affordable housing, educational opportunities, and a wide range of recreation and cultural experiences. At Middlesex County, employees could make a meaningful impact, build lasting relationships, and grow within a workplace that values inclusion, diverse perspectives, and employee development.

We are an equal opportunity employer 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.

HOW TO APPLY

If you are interested in this opportunity, please submit your **cover letter and resume** by email to hr@middlesex.ca by **4:30 p.m. on June 12, 2026**.

Existing Vacancy: we are currently hiring a candidate for an existing vacancy.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

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

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
OMERS Pension Plan
Pay in lieu of benefits
Employee & Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Junior Legal Counsel
DEPARTMENT: Legal Services – Administration
REPORTS TO: County Barrister & Solicitor/Director of Legal Services
POSITIONS SUPERVISED: None

POSITION SUMMARY:

Reporting to and under the direction of the County Barrister & Solicitor/Director of Legal Services, the Junior Legal Counsel position will be responsible for undertaking and completing legal tasks on files under the primary carriage of the County Barrister & Solicitor/Director of Legal Services or Senior Legal Counsel of the Middlesex County Barrister & Solicitor's Office (the "MCBSO").

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- As a licensed Ontario lawyer, but junior experienced legal counsel, provides legal advice on files under the primary carriage of the County Barrister & Solicitor/Director of Legal Services and/or Senior Legal Counsel of the MCBSO, as assigned by the County Barrister & Solicitor/Director of Legal Services.
- As a licensed Ontario lawyer, but junior experienced legal counsel, assists the County and lower-tier municipalities located in the County on files or parts of files under the primary carriage of the County Barrister & Solicitor/Director of Legal Services or Senior Legal Counsel of the MCBSO at various levels of court and administrative tribunals, as assigned by the County Barrister & Solicitor/Director of Legal Services.
- As a licensed lawyer, but junior experienced legal counsel, assists on or participates in municipal prosecutions for by-law, *Planning Act*, *Building Code Act*, *Fire Protection & Prevention Act* and other infractions, including preparations required.
- Conducts research and draft agreements, contracts, licenses, leases, tender documents, by-laws, policies, memoranda, and other necessary corporate documents on files under the primary carriage of the County Barrister & Solicitor/Director of Legal Services or Senior Legal Counsel of the MCBSO.
- Demonstrates loyalty to the Middlesex County Barrister & Solicitor/Director of Legal Services and their initiatives for the MCBSO, including commitment to the MCBSO Business Plan, which is embedded into the MCBSO and provides unique and interesting files that affect the public in a positive way. As the Junior Legal Counsel position is a role hired by the County Barrister & Solicitor/Director of Legal Services to assist the MCBSO team, they must function as a trusted advisor to the MCBSO team. In performing their role, the Junior Legal Counsel will be entrusted with confidential municipal legal information and proprietary materials, including templates and precedents. The incumbent is expected to maintain strict confidentiality, use such materials only as authorized, and act with professionalism and respect for established reporting relationships. The County Barrister & Solicitor is supportive of the incumbent's professional development and career growth.



Other Duties:

- Tracks and reports all working and billable hours to the County and its participating municipalities.
- Manages and maintains legal files, ensuring accurate and timely documentation, record-keeping, and confidentiality of sensitive information.
- Maintains an up-to-date knowledge and understanding of statutory and regulatory enactments, amendments, and the common law and recommends appropriate operational, compliance, and/or policy reviews.
- Provides leadership, work direction, and training to other staff in the department.
- Accountability for Health and Safety - responsible for working safely and following the Occupational Health and Safety Act and all applicable policies and procedures.
- Manages data and records in accordance with the requirements of the position and corporate policies, including proper handling, storage, security, and retention.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education & Experience

Education/Professional Standing

- Possesses an LL.B. or J.D., is licensed to practice law in Ontario, and is a member in good standing with the Law Society of Ontario.

Experience Required

- Successful completion of an Articling Program.
- Called to the Ontario Bar.

Knowledge, Skills and Abilities

Skill:

- As a new lawyer, possesses the willingness to learn on the job how to act effectively as both a Barrister & Solicitor.
- Provides legal opinions and manages such opinions in light of potentially incomplete client information.
- Works and handles complex issues independently under tight deadlines, in consultation with the County Barrister & Solicitor as appropriate.



- Assists on parts of files of other MCBSO counsel and works as a team player on the completion of files.
- Manages their schedule, creates their own sub-due dates, and arranges for the obtaining of client productions and client meetings in a timely manner.
- Adjusts to changing priorities in a busy and demanding environment.
- Assists the MCBSO in meeting its workload demands.
- Addresses legal matters requiring long periods of concentration, research and careful analysis amongst frequent interruptions.

Other

- Actively engages in and is open to receiving teaching and coaching, taking work direction from the County Barrister & Solicitor/Director of Legal Services.
- Recognizes the uniqueness of the individuals they come into contact with, and treats everyone with dignity and respect.
- Works in a manner to avoid errors; while some minor learning errors in the position of Junior Legal Counsel are expected and will be corrected through the mentoring, oversight, experience, and growth of the employee, there is a recognition that more significant errors in the position of Junior Legal Counsel are serious, negatively affect the client, and years of client development by the County Barrister & Solicitor/Director of Legal Services.
- Utilizes strong communication and interpersonal skills, with the ability to explain complex legal matters clearly and concisely.
- Manages multiple projects and assignments to meet deadlines in a very demanding service focus environment.
- Proficient with Microsoft Office applications, including Outlook, Word PowerPoint and Excel. Knowledge of legal software systems (i.e. ProLaw).
- Provides a current Criminal Record Check that is satisfactory to Middlesex County.
- Possesses a valid "G" driver's license with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Municipal Paralegal
DEPARTMENT: Legal Services – Administration
REPORTS TO: Director of Legal Services
POSITIONS SUPERVISED: None

POSITION SUMMARY:

Reporting to the Director of Legal Services, the Municipal Paralegal plays a critical role in the delivery of legal services for Middlesex County and its participating partner municipalities. This position is responsible for independently prosecuting matters under the Provincial Offences Act before the Ontario Court of Justice.

In addition to prosecutorial duties, the Municipal Paralegal provides comprehensive legal support and guidance to the Legal Services Department, assisting with research, document preparation, and the effective management of legal files.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

Municipal Legal Services

- Represents the County and its participating municipalities before Small Claims courts and administrative tribunals. Drafts legal documents, including motions, and briefs, ensuring compliance with relevant legislation.
- Drafts and reviews legal documents, including agreements, contracts, by-laws, policies, and procedures, ensuring accuracy, clarity, and adherence to relevant legislation and regulatory requirements.
- Conducts comprehensive legal research and analysis on various municipal, regulatory, and legislative topics to support informed decision-making.
- Supports the Director of Legal Services and the Senior Legal Counsel with preparing detailed reports, legal opinions, and documentation that reflect current case law, regulations, and legislative requirements.

Prosecutions

- Conducts prosecutions and appeals under Provincial Statutes, Municipal By-Laws, and other regulations, including the *Provincial Offences Act*, *Fire Protection and Prevention Act (FPPA)*, *Building Code*, and *Planning Act*.
- Reviews case files, gathers evidence, and interviews witnesses to build a strong prosecutorial case.
- Drafts legal documents, including charges, motions, factums, and applications, ensuring they meet statutory requirements.



- Researches, prepares, and presents responses to legal arguments from opposing counsel/agents and conducts pre-trial meetings and negotiations with defendants, opposing counsel, and enforcement agencies.
- Performs administrative duties related to prosecution operations, including scheduling trial dates, managing adjournments, and maintaining comprehensive records of legal files and case dispositions.
- Liaises with municipal staff, law enforcement, and regulatory agencies on the legal requirements for evidence preparation.
- Responds to enquiries from the public, enforcement agencies, and staff concerning prosecutions.
- Performs administrative duties associated with the prosecution division operations such as assisting in adjournment of trial dates and conducting resolution meetings.

Other Duties:

- Responsible for tracking and reporting all working and billable hours to the County and its participating municipalities.
- Manages and maintains legal files, ensuring accurate and timely documentation, record-keeping, and confidentiality of sensitive information
- Maintains an up-to-date knowledge and understanding of statutory and regulatory enactments, amendments and the common law and recommends appropriate operational, compliance and/or policy reviews.
- Provides leadership, work direction, training to other staff in the department.
- Accountability for Health and Safety - responsible for working safely and following the Occupational Health and Safety Act and all applicable policies and procedures.
- Manages data and records in accordance with the requirements of the position and corporate policies, including proper handling, storage, security, and retention.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Bachelor of Laws (LL.B.) degree or college-level program with a specialization in law or legal studies from a recognized institution.
- Membership in good standing with the Law Society of Ontario (LSO).
- 3 to 5 years' experience in a courtroom as a municipal prosecutor dealing with Part III provincial offences, municipal by-laws, FPPA, Building Code, Planning Act, Appeals



and Small Claims Court proceedings.

- Experience in carrying out legal research, factums and responses.

Knowledge, Skills and Abilities

- Knowledge of provincial offences statutes, provincial offences law under Part I, Part II and Part III in Ontario.
- Knowledge of the functions and responsibilities of Ontario courts, rules of practice, procedure, legal concepts, terminology and evidentiary requirements with respect to Provincial Offences.
- Knowledge of Small Claims Court proceedings including application preparation, filing procedures, examinations for discovery, settlement conferences and in-court litigation procedures.
- Ability to work independently without direct supervision.
- Ability to deal tactfully and effectively with the judiciary, legal professionals, enforcement agencies and the public.
- Ability to manage multiple projects and assignments to meet deadlines in a very demanding service focus environment.
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- Ability to manage multiple projects and assignments to meet deadlines in a very demanding service focus environment.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel. Knowledge of legal software systems (i.e. ProLaw).

Other

- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's license with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

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