



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## SOLICITOR

Legal Department– Job # P1103A

**CLOSING DATE: NOON – FEBRUARY 14, 2023**

### JOB SUMMARY:

Want to work on files and projects that have a direct and lasting impact on your community? The City of Moncton Legal Department manages virtually all legal matters for the municipality. You will become a generalist in a very specialized field, working on a variety of files such as contracts, by-law enforcement privacy and access to information, legislative drafting, governance, administrative law, real estate and land development.

With three solicitors working under the direction of the City Solicitor, the Legal Department is a small team but you will also work closely with all operational and internal support departments, and employees at all levels of the organization. You will also have an opportunity to interact with local developers, business and community leaders, officials from other levels of government as well as local government elected officials, and may be called upon to attend City Council meetings from time to time. From parks to policing, streets and sewers to concerts and construction, you will learn how the City actually runs, and see the difference your contribution makes in your community each and every day.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play. This is a non-unionized position.

**The Salary/Group level for this position is currently under review.**

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- Must possess a Bachelor of Law degree and be a member in good standing of the Law Society of New Brunswick.

**EXPERIENCE:**

- Must have a minimum five (5) years in the practice of Law. Experience in the field of Municipal Law would also be considered an asset.

**LANGUAGE:**

- The ability to communicate (oral and written) in both official languages is a requirement (English and French). As per provincial language proficiency standards, fluency is determined to be at the Advanced (3) level.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have good interpersonal skills
- Must have the ability to absorb, assess and formulate solutions to complex legal problems

**CONTACT:**

- Must have the ability to deal effectively with elected officials and department heads and staff of the City of Moncton.
- Must have high level of tact and persuasion when dealing with persons inside and outside the Corporation.
- Judgment and discretion is necessary as errors can and will result in embarrassment and/or financial cost to the Corporation.

**CONDITIONS OF WORK:**

- The work requires moderate physical effort.
- High level of mental and visual demands.
- Must be able to work long hours when need arises.