



JOB POSTING
POSTED: July 9, 2018
DEADLINE: 12:00 Noon, July 27, 2018

Legal Assistant

1 – Permanent Position
Schedule II – Grade 4
\$60,610 - \$72,747
(Non-Union - 12 months)

The Toronto Lands Corporation adheres to equitable hiring, employment and promotion practices.

In 2008, the Toronto District School Board (TDSB) established the Toronto Lands Corporation (TLC) to be its real estate agency reporting back to TDSB through its own Board of Directors. Recently, TDSB expanded TLC's mandate to include all Board-wide real-estate, land use planning, asset management and leasing, fostering partnerships, integrating community hubs/services through the redevelopment of school sites or the modernization of schools. TLC now manages one of the largest public asset portfolios located in Canada's most dynamic and development impacted cities. Through the initialization and alignment of its cross functional senior management team, TLC will effectively respond to its expanded mandate by creating opportunities that maximize benefits to the TDSB, its students and the communities served.

Reporting to the General Counsel the Legal Clerk provides confidential legal and administrative support in a team environment to the General Counsel, Legal Counsel – Capital, Real-Estate, Leasing and Partnerships functions. Working as part of a team, the Legal Assistant will prepare confidential legal documents; manage related communications, materials and files between related parties and team members.

Summary of Duties:

- Provide confidential, legal and administrative support to the senior management team and staff that includes legal services, real-estate, leasing and partnerships;
- Draft and prepare a wide variety of correspondence, reports, documents; including preparation of notices, renewal letters, confidential legal documents and related forms in preparation for hearings, councils, boards;
- Prepare litigation and mediation briefs, witness statements and other related documents;
- Receive, track, forward and respond and/or follow-up to related inquiries or submissions;
- Schedule meetings, appointments, hearings and mediation and prepare related support materials and documentation
- Liaise with TLC's external professional agencies and law firms, along with City, Provincial and stakeholder representatives;
- Develop and maintain a tracking and retrieval system for all on-going legal matters relating to land use planning, arbitrations and property;
- Maintain complete, accurate files including precedent documents and cataloguing of legal opinions with cross-referencing as required; including archival materials;

- Perform other duties as assigned.

Qualifications:

- Successful completion of Post-Secondary education in a Legal Assistant Program or equivalent approved combination of education and experience;
- Minimum of five (5) years of progressively responsible legal administrative experience in a private or public law practice with a preference for those with municipal, land use planning and/or real estate experience;
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management and accountability, and flexibility/adaptability;
- Computer literacy utilizing MS Office software applications;
- Demonstrated ability to communicate effectively (both orally and in writing) with staff, union representatives, legal counsel and a variety of external stakeholders, and internal/external organizations;
- Demonstrated ability to maintain confidentiality, and exercise good judgement, discretion and tact in dealing with confidential, sensitive information;
- Demonstrated ability to deal with difficult situations and to take appropriate action in stressful situations;
- Demonstrated ability to organize and co-ordinate a diverse number of projects;
- Knowledge and understanding of related legislation and court/tribunal rules of procedure;
- Demonstrated ability to prepare, edit and proofread accurate reports and summaries;
- Ability to take initiative and work independently; and
- Awareness and commitment in promoting equitable practices which values inclusiveness and diversity.

Special Requirements:

1. TDSB security clearance required.
2. Willingness and availability to work overtime.
3. Some travel across TDSB to various meeting locations (e.g. TDSB work sites, tribunals, court) may be required.

Please submit your resume and covering letter in confidence to the attention of *Daryl Sage*, CEO, *Toronto Lands Corporation*, using ONE of the following methods:

- Email to: torontolandscorp@gmail.com OR
- Fax to: **416-393-9928**

Location: This position will be located at 60 St. Clair Ave. East, Suite 201, Toronto (wheelchair accessible).

Work Year: 12 Months

Only applicants selected for an interview will be contacted.

Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities.

Applicants are encouraged to make their needs for accommodation known in advance during the application process.

Thank you for your interest.