



Prosecutor

Job Opening ID 1689

Posting Date: December 14, 2023 – Closing Date: January 10, 2024

Job Description

Section: Legal Services
Division: Legal and Clerk's Services
Department: Corporate Services
Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position
Number of Vacancies: 1
Affiliation: Inside Unit
Hours of Work: 70 hours bi-weekly
Shift Work Required: No
Range of Pay: Group 14 - \$37.52 to \$46.04 per hour

The start date will follow the selection process.

This position is not eligible to work remotely.

Characteristic Duties: Under the general supervision of the Deputy City Solicitor.

1. Conduct prosecutions under provincial statutes and municipal by-laws, in accordance with acceptable practices and standards, in the Ontario Court of Justice - Provincial Offences Court.
2. Evaluate charges to determine if they have been properly investigated. Ensure all relevant evidence has been collected. Determine whether or not to proceed with prosecution or to withdraw charges.
3. Prepare cases for presentation before the Courts including Appeal cases. Review witnesses' statements, admissibility of evidence and what witnesses to call, make requests for interpreters, etc. Research, prepare and present oral and/or written legal arguments for the above.
4. Participate in plea negotiations, resolution of charges and Early Resolution process.
5. Manage all aspects related to requests for disclosure.
6. Make sentencing recommendations.
7. Keep informed on case law, accepted practices, etc., conduct research, maintain good working knowledge of Federal and Provincial Statutes, regulations, proposed legislation and municipal by-laws as they pertain to the prosecution of cases under the Provincial Offences Act.
8. Maintain effective and cooperative liaison and working relationships with other officials in the justice system, other City of Greater Sudbury (CGS) staff, other municipalities and agencies, ministry officials, enforcement officials, the general public, etc.
9. Respond to inquiries, provide information, deal with all contacts in a courteous and efficient manner to promote a high standard of public relations at all times.

10. Assist in the assignment of work to the assigned Legal Secretary.
11. Review other municipalities' matters when a conflict of interest occurs, make recommendations for resolution and prosecute cases that cannot be resolved.
12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
13. Perform other related duties as required.

Qualifications:

- Community College Diploma in a related discipline (i.e. Paralegal Studies).
- Must be licensed as a Paralegal by the Law Society of Ontario or otherwise licensed to appear in provincial court.
- Completion of the Provincial Prosecutors Course would be a definite asset.
- Over two and a half (2½) years up to and including five (5) years of diversified experience in the same or a related legal field.
- Demonstrate knowledge and understanding of the Provincial Offences Act and its practices and procedures, the Evidence Act, the Canadian Charter of Rights and Freedoms, related statutes and regulations and common law.
- Must possess strong advocacy skills to prosecute/present/argue cases before a Court.
- Demonstrate ability to communicate clearly and tactfully with the legal profession and the general public.
- Proven ability to work under pressure in a high volume environment and exercise sound judgement.
- Ability to execute all duties including exercising of discretion impartially, professionally and objectively, in accordance to standards normally associated with Provincial Crown Attorney's Office.
- Satisfactory keyboarding/data entry skills.
- Demonstrate skills in word processing, information input and retrieval on electronic database systems.
- Demonstrated ability to interview and communicate with witnesses, conduct examinations and present highly technical legal arguments.
- Excellent use of English; verbal and written.
- French verbal skills highly desirable; written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$34.68 to \$42.44 per hour. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How To Apply

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Wednesday, January 10, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca