

EMPLOYMENT OPPORTUNITY NOTICE EO15-271

THE CITY OF GREATER SUDBURY

requires a

PROSECUTOR

REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Legal Services Division, Administrative Services Department of the City of Greater Sudbury, requires a Prosecutor. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$32.58 to \$39.99 per hour.

QUALIFICATIONS:

- Community College Diploma in a related discipline (i.e. Paralegal Studies).
- Must be licensed as a Paralegal by the Law Society of Upper Canada 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 Charter of Rights, 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.

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PROSECUTOR
(PERMANENT POSITION)**

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must provide at own expense a Criminal Reference Check.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

DUTIES: UNDER THE GENERAL SUPERVISION OF THE 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 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 Prosecution 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.

Note: *A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.*

Qualified candidates should submit their résumé in confidence by **MONDAY, JULY 6TH, 2015 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO15-271**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

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.