



*With an engaged population of over 200,000 residents located within York Region in southern Ontario, Richmond Hill is a diverse community that is committed to providing an exceptional quality of life for its residents. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team where Council and staff are committed to providing exceptional public service to our community. Visit [RichmondHill.ca](http://RichmondHill.ca) to learn more about the place "Where people come together to build our community."*

**LAW CLERK - DEVELOPMENT**  
**Office of the Chief Administrative Officer**

Reporting to the Town Solicitor, this position will provide administrative support to the lawyers in the Legal Division and to the Town's Manager of Real Estate mainly in relation to development and real estate matters. Your responsibilities will include, but are not limited to the following:

- preparing various development agreements (subdivision, development charge credit, servicing, heritage restoration, grading and various other agreements), upon request and pursuant to instructions provided by client departments
- reviewing documents for compliance with Town and Land Registry Office requirements
- independently coordinating the subdivision process for the Town from the agreement preparation stage through to completion
- assisting other legal staff as required to coordinate registrations and clearances related to condominiums and other development matters
- conducting all related conveyances and any other matters provided for in the agreements
- preparing documents for registration under the Teranet system as well as paper registration
- monitoring proposed plans of subdivision for release of plan
- reviewing and interpreting past agreements to ensure legal obligations have been fulfilled prior to assumption of subdivision or for release of securities
- processing compliance letters requested by external law firms, including consent letters
- preparing other non-development agreements and documentation and assisting the Town's lawyers and Manager of Real Property with other matters such as preparing correspondence and staff reports, attending internal development property committee meetings and preparing related agendas, minutes and filing
- and other administrative tasks as assigned.

Your Institute of Law Clerk certificate is complemented by a minimum of three (3) years of experience in a development and real estate law clerk position or similar role with subdivision-related experience is required. You have a strong understanding of the Land Registry system and the procedures and documentation that is required for all types of real estate transactions. You have excellent time management and organizational skills and you are able to manage a high volume of documentation to completion. The ability to multitask, prioritize and meet deadlines is critical. You have superior interpersonal skills and work well in a team environment and you have strong verbal and written communication skills. You must have demonstrated ability to exercise significant judgment and work independently, as well as demonstrated analytical and problem solving skills. You possess strong and accurate computer skills and you have extensive knowledge of Teraview, MS Office and Oncorp. **SALARY:** \$61,996. - \$70,410.

**CLOSING DATE:** External applicants: 4:30 p.m., September 11, 2015

**Apply online** on our website at: [RichmondHill.ca/Employment](http://RichmondHill.ca/Employment)

*We thank all candidates for their interest, however, only those under consideration will be contacted.*

*The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.*