



The Corporation of the City of Brantford Legal Department

requires

Real Estate Law Clerk

Job ID# 2509

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Head Counsel Real Estate, the Real Estate Law Clerk will assist in administering the legal requirements for real estate transactions, including land sales and purchases, lane closings, easements, encroachment agreements, consents to enter, and registration and release of orders, agreements and by-laws on title. This role will support the Legal Department with document preparation, contract management, and correspondence, ensuring compliance with statutory and contractual requirements and municipal processes.

Duties include but are not limited to:

- Assist with real estate transactions including drafting or assisting in drafting agreements of purchase and sale, performance of all required searches, drafting of all necessary correspondence and documents, attendance at closings and registrations;
- Perform title searches and corporate searches for all departments across the corporation, under the direction of the Senior Law Clerk/Paralegal;
- Assist lane closings from start to finish, including internal and external notifications, searches and communicating with the property owners;
- Ensure compliance with statutory time limits; Receive and respond to general and specific inquiries from staff, the public, members of the bar, and property owners;
- Draft or assist in drafting recommendations and bylaws with respect to the dedication, naming, renaming and closing of roads, including public notices for publication, and other bylaws as required;
- Assist on the preparation of memorandums, reports, presentations related to real estate matters and other matters to internal committees, Council, and external stakeholders;
- Set up and maintaining physical and electronic filing systems while utilizing knowledge of legal documents and procedures;
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary diploma for Law Clerks, or related program;
- A Minimum of two (2) years related experience working as a real estate law clerk in a legal department or law firm setting, is required (municipal experience would be a definite asset);
- Excellent interpersonal, communication, drafting, and computer skills;
- Knowledge of and experience with drafting legal documents;
- Computer proficiency in Teraview, MS Office (Word, Excel, Outlook);
- Sound judgment, tact, diplomacy and patience;
- Ability to work collaboratively and maintain composure under pressure;
- Occasionally required to work extended hours to meet deadlines;

- Must have a strong attention to detail and adhere to strict timelines;
- Must maintain and protect full confidentiality and client privacy;
- Superior organizational skills.

WAGE/SALARY RANGE: \$44.56 to \$55.70 per hour (based on a 35-hour work week) plus benefits

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, January 15, 2026, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.