

Solicitor

Employment Type: Permanent Part-Time

Competition #: 26/88

Compensation: \$62.00 - \$74.77 per hour

Closing date: May 29, 2026, 10:00 PM (MST)

Work Location: 5 St. Anne Street, St. Albert

About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

Job Details

The City of St. Albert is recruiting an individual to join our Legal, Legislative, & Records Services department as a Permanent Part-Time Solicitor. Reporting to Director, Legal, Legislative and Record Services (the City Solicitor), this position will be responsible for providing the full range of legal services for the City of St. Albert.

Responsibilities

- Providing timely and accurate legal advice to administration and City Council on a wide range of topics.
- Performing issue-specific research, as well as identifying and clarifying legal principles and jurisprudence to support and inform decision making.
- Drafting, negotiating, and reviewing agreements, bylaws, policies, leases, licenses, notices, and other documents in order to support the City in executing legislative, regulatory, and business responsibilities.
- Defining and maintaining relationships with internal and external stakeholders as well as third parties.
- Directing and assisting external counsel for the City by coordinating the necessary activities to achieve the administration's goals while protecting the interests of the City.
- Conducting quasi-litigation and administrative tribunal matters and prosecutions and enforcement of orders under the Municipal Government Act, various bylaws, and other provincial statutes.

Qualifications

- Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) is required.
- At least two years' experience as a lawyer. Requires experience in active solicitor practice with experience in, or working knowledge of, one or more areas of law relevant to a municipal corporation, such as: planning and development and land use; construction;

contracts; administrative; public procurement; information technology; protection of privacy and access to information; municipal liability; statutory interpretation; real property; labour and employment; environmental; human rights.

- Knowledge of the Municipal Government Act, Local Authorities Election Act, Access to Information Act, and Protection of Privacy Act.
- Member in good standing of the Law Society of Alberta.
- Extensive knowledge of or litigation experience in planning and development or construction law is highly desirable.
- Experience and knowledge in diverse areas of law relevant to a municipal corporation is highly beneficial, and experience within a local government setting is an asset.
- Excellent legal drafting skills in the preparation of legal documents and instruments, including contracts and agreements, bylaws, policies, leases, licenses, notices, and other documents.
- Knowledge of legal research, report writing, and record keeping techniques.
- Strong interpersonal skills in addition to the ability to form and develop relationships with a variety of parties.
- Ability to develop and provide sound advice at an understandable level for stakeholders, using tact, patience, and courtesy, in a public forum and sometimes without notice.
- Ability to navigate situations with political acumen and sound judgment, apprising the City Solicitor of any matters which will be going before City Council decision, with an eye towards the goals of the municipal corporation.
- Ability to prioritize and deal with large volumes of work and competing demands.
- Equivalent combinations of experience and education may be considered.

Hours of Work

- Work approximately 20 hours between Monday – Friday, within the core business hours of 8 a.m. to 5 p.m.
- There may be occasional requirements for after-hours responses to emergent issues.

Compensation

- The wage ranges from \$62.00 – \$74.77 per hour, including a comprehensive benefits package with a flexible spending account, pension plan, and accrued paid vacation.
- **Learn more about our benefits here:** [Employee Benefits Booklet](#)
- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

Why You Should Work With Us

- Eligible to apply for a Hybrid Remote Work arrangement, with a minimum of 51% of work time spent onsite and the remainder worked remotely. Employees are eligible to participate in this program after 3 months of employment, subject to satisfactory performance.

- You will receive a Flexible Spending Account limit at the beginning of each calendar year (permanent part time \$200).
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.

Conditions of Employment

- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to obtain a satisfactory police information check.
- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.

Application Information

- If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site stalbert.ca/employment. Applications will only be accepted to 10:00 p.m. (Mountain Time Zone) on closing date.
- This competition may be used to fill future vacancies, at the same or lower classification level.

We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.

The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.