



Legal Services Coordinator (Temporary)

- Temporary Full-Time Position (35 hours per week)
- Approximately 16 months from May 2026 to August 2027

Reporting to the Director of Legislative Services / Clerk, the successful candidate will be responsible for a range of responsibilities in the Legislative Services Department. The Legal Services Coordinator is responsible for issuing and reporting on municipal licenses, providing administrative support for the activities of Council, and assisting with records management.

Duties Include:

- Issue licenses and manage records as required for regulatory permits issued through the Clerk's Department, including provincial and municipal licenses.
- Research, recommend, and draft improvements to corporate by-laws, ensure by-laws are indexed and consolidated, and complete follow up actions such as set fines applications.
- Support the records management program, including recommending updates and providing information and support to other departments regarding the retention and disposal of records.
- Perform the statutory duties as a Commissioner of Oaths, Deputy Division Registrar, Deputy Returning Officer, and Deputy Clerk.
- Under direction of the Clerk, fill the role of Deputy Returning Officer for municipal elections and manage the voters list, provide information to candidates and voters, and carry out other election duties as assigned.
- Attend Council and Committee meetings as support for the Clerk, staff and Council.
- Develop, prepare, and edit agendas, minutes, resolutions, follow-up reports and other materials for Council meetings and Committee meetings as required.
- Aiding the Clerk and acting as their Designate when required.

Qualifications:

- Post-secondary education in Administration or a related field
- Minimum three years of relevant experience in a related field
- AMCTO Municipal Administration Program certificate or CMO designation is an asset
- Prior experience in a Clerk's department is preferred
- Demonstrated ability to exercise significant discretion and sensitivity when handling confidential information and communication with individuals regarding controversial matters
- Strong administrative experience, minute taking, and organizational skills with the ability to work with accuracy and attention to detail

- Strong interpersonal skills, with an ability to deal tactfully, courteously, and effectively with Members of Council, staff, and members of the public in a professional manner
- Availability to work a flexible work week, including working evenings as required to attend Council or Committee meetings, in addition to scheduled or unscheduled overtime hours as required.

Salary Range: \$68,139 – 79,714 (2026 rate), based on 35 hours per week.

Interested applicants are requested to forward a detailed resume and cover letter (single document, PDF Preferred) marked LastName, FirstName - #13-2026 by April 10 at noon to:

Town of Greater Napanee
Attn: Human Resources
99 Advance Ave, Napanee, ON K7R 3Y5

Or by email hr@greaternapanee.com.

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. The Town conforms to all Municipal Freedom of Information and Protection of Privacy requirements.