

CAPE BRETON REGIONAL MUNICIPALITY

PARALEGAL **REGULAR FULL-TIME**

JOB SCOPE:

Reporting to the Regional Solicitor or designate, the Paralegal will provide legal and administrative support in the areas of municipal property law and litigation. The paralegal will be required to work with other departments within CBRM and with outside law firms and Provincial and Federal agencies in the areas of property law and litigation.

DEPARTMENT: Solicitor's Office **BARGAINING UNIT:** Non-union/ Confidential

MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- University Degree and/or Paralegal Diploma from a recognized college or university.
- A minimum of five (5) years' experience as a paralegal in a law firm or a governmental legal department.
- An equivalent combination of education and related experience may be considered.
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

CLOSING DATE FOR APPLICATIONS: Friday, March 6th, 2026, at 4:00PM

Applications quoting **Competition Reference #26.07-E** should be submitted via any one of the following:

In-person or drop-box with attention to the CBRM Human Resources Department:

320 Esplanade, Suite 303, Sydney, Nova Scotia, B1P7B9

Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Although we thank all applicants for their submissions, we will respond only to those we wish to interview.

Guided by Employment Equity principles, we encourage applications from members of designated groups, including but not limited to Indigenous peoples, people of African descent, other racially visible persons, persons with disabilities, women in underrepresented occupations or positions, and members of the 2SLGBTQIA+ communities.



CAPE BRETON
REGIONAL MUNICIPALITY
Human Resources

320 Esplanade
Sydney, Nova Scotia, B1P7B9

Email: hr@cbrm.ns.ca

Phone: 902-563-5058 Fax: 902-563-5582

Career Opportunities: cbrm.ns.ca/jobs

JOB DESCRIPTION

Position Title:	Paralegal		
Department:	Solicitor's Office	Location:	City Hall
Reporting to:	Regional Solicitor	Bargaining Unit:	Non-union/Confidential
Salary Range:	\$70,669 to \$74,389		

JOB SCOPE

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Working within a municipal environment, the successful candidate will provide a wide range of legal administrative duties. The Paralegal will assist with real property transactions, land migrations, expropriations, easements/right of ways, leases, and various legal agreements. The Paralegal will assist with litigation matters, including applications, motions, appeals and administrative tribunal matters. Other assigned duties shall include, but not limited to, title searching, attendance at a small claims court for routine collections, maintaining accurate legal records and electronic filing system in accordance with municipal policies and records retention requirements.

MAIN FUNCTIONS

Property Law Support:

- Assist with municipal real property transactions, including acquisitions, dispositions, leases, licenses, easements, right of ways and street closures.
- Conduct title searches, review surveys, plans, legal descriptions, and summarize findings for the Regional Solicitor or Designate.
- Preparation of regulatory forms required for migration of real property for Land Registration.
- Preparation of legal documents to facilitate municipal real property transactions.

- Liaise with other departments and outside law firms and organizations with respect to property closings.
- Open, organize and maintain physical and electronic files.
- Perform other related duties as assigned.

Litigation Support:

- Provide litigation support to the Regional Solicitor or designate with the preparation of litigation documents.
- Prepare court and/or tribunal material, including document books, hearing briefs, exhibits and lists.
- File documents with courts and tribunals, ensuring compliance with procedural rules and deadlines.
- Attendance to small claims court for routine collections.
- Track litigation timelines, limitation periods, and court dates.
- Open, organize and maintain physical and electronic files.

MINIMUM QUALIFICATIONS

- University Degree and/or Paralegal Diploma from a recognized college or university.
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- An equivalent combination of education and related experience may be considered.
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge with Property Online and the Nova Scotia Land Registry System.
- A willingness to keep abreast of trends/developments in various areas of the law.

- Strong organizational skills and the ability to communicate effectively both verbally and in writing.
- Ability to work independently with minimum supervision and manage multiple priorities.
- Proficiency with standard office software.