



Solicitor II - Litigation

Department: Legal Services

Designated Work Location: 185 King Street: "Remote with designated work location"

Position Type: Permanent, Full-time

Salary: \$3,745.94 - \$5,284.01 Bi-weekly

Posting No: 125691

Closing Date: March 28, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job profile

The Legal Services Department is a full-service law office supporting all aspects of the operations of the City of Winnipeg. Legal Services lawyers work in a defined practice area as part of the team focused on providing legal advice and support to all City departments, senior administration, boards and committees of Council.

The Legal Services Department provides opportunities for lawyers to develop individual skills and gain experience through involvement in both routine matters as well as the unique types of legal work required by a large municipal corporation. We provide a work environment that encourages and supports a healthy work life balance. Compensation and benefits are competitive, as well as providing long-term career opportunities.

Under the general direction of the Director of Legal Services and City Solicitor, the Department is arranged into the following practice groups:

- Grants & Governance, including by-law, policy work and program development
- Litigation - General litigation and by-law enforcement
- Labour, Employment and Human Rights
- Planning & Land Development
- Procurement
- Real Estate

The Opportunity:

Solicitor (Litigation) – Solicitor 2

The successful candidate will:

- Provide legal advice and other legal services to the municipal corporation, its departments, and committees of Council.
- Negotiating and advocating for the City at mediations, judicially assisted dispute resolutions and arbitrations.

- Conducting general litigation in the Court of King's Bench and Court of Appeal in areas such as:
 - Small Claims and collections;
 - Construction and property disputes;
 - Commercial and contract disputes;
 - Assessment and taxation appeals;
 - Personal injury and other tort claims; and
 - Judicial review proceedings.
- Providing representation before administrative tribunals including the Manitoba Municipal Board and Land Valuation Appraisal Commission.

Your education and qualifications include:

1. Bachelor of Law (LL.B) Degree, Juris Doctor (J.D.) Degree, or other equivalent.
2. Minimum of 3 years' post-articling experience in the area of civil litigation.
3. Excellent verbal communication skills, including the ability to explain technical and legal information in plain language to all levels of the organization and external stakeholders.
4. Superior written communication skills with the ability to compose a variety of court documents, confidential documents, policies, and correspondence.
5. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with individuals at all levels of the municipal organization, external contacts and the public.
6. Excellent organizational and time management skills to work independently, manage multiple priorities, produce high quality work and meet deadlines.
7. Excellent problem solving and decision-making skills.
8. Strong negotiation skills using sound judgment, diplomacy and discretion when providing legal advice, persuasively advocating and resolving contentious issues.
9. Knowledge of the Rules and Procedures of the Court of King's Bench.

10. Knowledge of municipal law, rules of evidence and principles of natural justice.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Membership in good standing with the Law Society of Manitoba.
- A Police Information Check satisfactory to the employer will be required from the successful candidate(s), at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Cover Letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.



Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, overtime as required

Employee Group: Out of Scope, Grade 5

Position Reports To: Director of Legal Services

1. where applicants do not meet all essential qualifications of a position, underfill arrangements may be considered.

Only candidates selected for interviews will be contacted.