

# CITY OF HAMILTON

## CITYHOUSING HAMILTON (OPERATIONS SECTION - LOCATION - 55 HESS ST. S.)

### PARALEGAL (CITYHOUSING HAMILTON) - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Operations. The Paralegal – CHH represents CityHousing Hamilton before all matters relating to the Landlord Tenant Board for the full portfolio of CityHousing Hamilton's market and rent-geared-to-income units. This includes rent arrears applications and social notice applications.

Prepares in advance of Landlord Tenant Board hearings by: preparing applications and strategies, compiling and using evidence to support CityHousing Hamilton's position. Determines the need for witnesses and uses a summons where appropriate, negotiates settlements within legislative authority where appropriate, preparing for examination in chief and cross examination. File evictions with the court enforcement office.

#### GENERAL DUTIES

Prepares applications for the collection of rent arrears at the Landlord Tenant Board.

Prepares termination notices and applications for social issues.

Investigates, researches and prepares for hearings in front of the Landlord Tenant board.

Ensures appropriate witnesses are present or summoned where applicable at the Landlord Tenant Board.

Questions and cross-examines parties as well as witnesses.

Negotiates mediated settlements where appropriate.

Files appropriate application wherein there is a default of an agreement.

Files eviction orders with the Court Enforcement Office.

Receives and answers inquiries from staff regarding legal questions surrounding the Residential Tenancies Act.

Attends as agent for CityHousing Hamilton Corporation at all proceedings for landlord and tenant matters at the Landlord and Tenant Board.

Performs a variety of administrative/clerical duties to support senior staff when necessary.

Provides back up support to other Divisional support functions.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

#### QUALIFICATIONS

1. Thorough knowledge of the procedures associated with legal processes relating to landlord and tenant matters normally gained through previous education and experience as a paralegal with specific previous experience in the social housing field.

2. Acquire and maintain the licensing requirements for Paralegals in accordance with the Law Society of Ontario.
3. Extensive demonstrated knowledge of City Housing Hamilton, Access to Housing and general social housing policies and procedures relating to tenant placement, rent calculations and tenant management.
4. Thorough knowledge of the Residential Tenancies Act, Statutory Powers Procedure Act and Housing Act Services, including amendments pertinent to legislation and Board procedures.
5. General knowledge of property management procedures and regulations.
6. Excellent communication skills with astute ability to complete legal documentation. Ability to locate and accurately utilize relevant legal precedent documents and information. Ability to locate and interpret Provincial and Federal Statutes and Regulations and Municipal Bylaws as they related to landlord tenant issues.
7. Excellent tact and diplomacy skills to deal with a wide range of clients, court officials and community support agency representatives.
8. Excellent organizational skills and strong ability to meet many and competing deadlines.
9. Strong time management, multi-tasking and organizational skills. Ability to self-manage and work independently, set priorities and meet tight deadlines. Possesses the initiative and has demonstrated ability to carry out instruction without detailed direction.
10. Good working knowledge of Microsoft Office including Microsoft Outlook, Word and Excel. Knowledge of Northgate Property Management System considered an asset.
11. Must possess and maintain a valid Class "G" Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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