

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**LICENSING & BY-LAW SERVICES DIVISION, MUNICIPAL LAW ENFORCEMENT (MLE) SECTION**  
**LOCATION: 250-77 JAMES STREET N. (CITY CENTER)**

### **PROJECT AND POLICY ASSISTANT**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager (MLE) and Hearing/Tribunal Prosecutor & Policy Analyst, supporting the MLE Section functions by researching, analysing and reporting on assigned projects, policies/procedures, and the preparation of documents for orders, court and Tribunals by providing specific assistance as related to assigned work.

#### **GENERAL DUTIES**

Researches assigned project/policy related topics such as enforcement best practices, academic studies, case law, and specific by-law related issues etc.

Analyzes, compiles and reports on research results as assigned. Makes recommendations on program changes or development if appropriate. Presents results and recommendations to management.

Provides project assistance to management as required including administrative support and research.

Prepares and/or composes a variety of routine correspondence, forms and reports. Drafts non-routine correspondence, forms and reports for management review and approval.

Researches and obtains Land Titles documents through the Polaris System (Teraview) as required.

Complete court documents and assist in the preparation of prosecution briefs for the MLE section.

Collects and compiles data and related background materials for various assigned projects and policies.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public as it relates to assigned projects or as directed by management.

Schedules, arranges and attends meetings with various committees and tribunals as appropriate.

Assists with public engagement and project/event planning.

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 position.

#### **QUALIFICATIONS**

1. Current enrolment in a related university or college program such as paralegal studies, political science, enforcement, law and security, police studies or relevant previous experience in the enforcement/legal environment.
2. Must have excellent verbal and written communication skills and the ability to relate to peers, superiors, other departments, public and government agencies.

**JOB 7353**

3. Demonstrated intermediate knowledge of Word, Excel, Outlook, PowerPoint Publisher. Computerized data management skills are essential.
4. Experience in a computerized environment and able to conduct online legal research. Working knowledge of OnCorp and Teraview.
5. Ability to locate and interpret Provincial and Federal Statutes and Regulations and Municipal By-laws as they relate to day-to-day MLE activities.
6. Analytical, statistical, research, trend analysis and forecasting skills.
7. The ability to balance a number of projects simultaneously and to meet deadlines is essential.
8. Capable of working independently as well as part of an interdisciplinary team. Must have initiative and the ability to carry out instructions without detailed direction.
9. A diploma in a Paralegal or Law Clerk program from a Community College, or licensing with the Law Society of Ontario would be considered an asset.