

The District Municipality of Muskoka is currently recruiting for a

Legal Services Assistant



Posting Date: Wednesday, September 30, 2026
Closing Date: Thursday, October 15, 2026 @ 12:00 NOON
Starting Rate: \$59,334 annually
Salary Range: \$59,334 - \$69,413 annually
Hours of Work: 37.5 hours per week
Location: 70 Pine Street, Bracebridge
Classification: Non-union Class NU3
Status: Permanent full-time

This job posting is for an existing vacancy.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Legal Services Assistant provides confidential legal and administrative support to Prosecution Services and the Legal Services team.

What you will do:

- Provide administrative assistance to the Legal Services team in day-to-day operations including scheduling of internal or external meetings, ordering office materials, administering electronic and paper legal research materials, processing invoices, and expense reports, managing petty cash, and supporting communication with internal and external partners.
- Track and manage all law library publications, coordinating new purchases and processing invoices.
- Receive, review and file all incoming legal documentation and prosecution related correspondence, materials, and assist in the preparation of court documentation.
- Co-ordinate serving and filing court materials related to litigation matters and prosecution services.
- Process and administer requests, case files, correspondence, and materials to enforcement agencies in prosecution related matters. Process and reply to disclosure requests from defendants.
- Liaise and correspond with Ontario Court of Justice regarding administration of prosecution case files.
- Input data and conduct searches in computer-based information and case management systems
- Administer electronic filing and statistical tracking in computer-based information and case management systems
- Ensure all required signoffs are in place for various documents.
- Maintains effective, co-operative and professional relationships with staff, municipalities, enforcement agencies, legal representatives and general public
- Manage the Legal Services Request process including the receipt and logging of all incoming requests, reviewing for compliance, task assignment and task progress monitoring.
- Manage the legal files life cycle from creation through to reviewing historical files for destruction dates, closing completed files, logging future destruction dates, completing destruction authorization forms and approved destruction events.
- Assist with the preparation of leases, licences of occupation, contracts, by-laws and minor committee reports.
- Assist with the preparation of documentation for electronic registration through the Teraview program.
- Assist with conducting searches of title through on-line searches using Teraview and Municipal Connect. Communicate and liaise as directed with other District departments, local municipalities, provincial and federal ministries, external counsel and other representatives of outside parties, agencies and related organizations.
- Provide administrative support to the District Prosecutor, both in-court and out-of-court, including but not limited to, communications with accused and justice partners, assist with the preparation of file materials for trial, administering files withing CAMS software prosecution module, receipt and processing of disclosure.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Perform other related duties as assigned.

What you will need:

- Post-Secondary Law Clerk Diploma or Institute of Law Clerks of Ontario Certificate (or equivalent)
- Previous experience in a legal department or related environment is considered an asset
- Working knowledge of provincial offences law in Ontario (e.g. the Provincial Offences Act, Highway Traffic Act, Liquor License Act and Canada Shipping Act Regulations) is considered an asset.
- Demonstrated ability to work as part of a team and independently with minimal supervision in a high-volume, high-pressure environment with strict and often conflicting timeframes.
- Excellent attention to detail and analytical skills with the ability to respect and deal with highly confidential and sensitive issues. Sound judgment and ability to take initiative where appropriate.

- Superior written and oral communication skills, including the ability to draft sound legal documents for review and produce work accurately.
- Ability to deal effectively with the legal profession, law enforcement, judiciary, municipal departments and the public in a professional, courteous and efficient manner employing a high degree of tact and diplomacy.
- Computer proficiency (MS Office software, word processing, Power Point and spreadsheets).
- Proficiency in Teraview is considered an asset.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible.

Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).