

King is Hiring
Legal and Real Estate Coordinator

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Township Clerk and Manager of Legislative Services, the Legal and Real Estate Coordinator is responsible for the following:

- Real Estate Portfolio Management, including:
 - Monitoring, updating and implementing the Township's Land Acquisition and Disposal Plan.
 - Conducting corporate and real property searches and reviewing surveys and reference plans.
 - Coordinating the process for real estate matters including acquisitions, disposals, easements, lease agreements, license agreements, expropriations, etc.
 - Preparing, reviewing and coordinating the registration of various legal documents including heritage by-law designations and Township orders.
 - Procuring and managing contracts with third party service providers such as independent real estate brokers, appraisers, environmental consultants, and real estate/expropriation solicitors.
 - Writing and presenting reports to senior management and Council in relation to a range of real estate/real property matters, as needed.
- Coordination of Outside Legal Services including:
 - Management of retainers for external counsel including cost tracking, budgeting, invoice approval and processing, etc.
- Coordination of Legal Agreements, including:
 - Drafting, reviewing and revising legal agreements and/or documents.
 - Managing and facilitating the approval and execution process for legal agreements including compliance with related policies.
 - Developing, implementing, and maintaining a technology-supported system for the cataloguing, indexing, tracking, and storage of all legal files, templates, instruments and agreements.
- Acting as Commissioner of Oaths for Affidavits, Statutory Declarations, etc.
- Assisting with the assignment and maintenance of municipal addressing in accordance with established policies, ensuring effective coordination with internal departments, external agencies, and development stakeholders.
- Maintaining current knowledge of relevant legislative and/or policy changes.
- Confidential Capacity, including:
 - Handling of confidential information related to legal and real estate matters, ensuring compliance with applicable legislation and Township policies.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-secondary Diploma in Legal Administration/Law Clerk/Legal Assistant or related program. Associate membership with the Institute of Law Clerks of Ontario would be considered an asset.
- 5 or more years' law clerk/legal administration experience in real estate or similar discipline, with experience acting independently in the completion of the duties described herein. Experience in a municipal or other public service setting would be considered an asset.
- Must be familiar with the provisions of applicable provincial legislation, including, but not limited to: Municipal

Act, 2001, Planning Act, Land Titles Act, Land Registration Reform Act, etc.

- Experience in preparing real estate documents and general understanding of purchase and sale of real property.
- Applied knowledge of land registry and land titles systems and associated forms, documents and procedures, with proficiency in Teraview (Electronic Registration System).
- Well-developed legal drafting and report writing skills and the ability to effectively research, analyze and summarize large amounts of information.
- Strong organizational and time management skills, with the ability to prioritize workload and competing demands.
- Strong proficiency in Microsoft 365 applications and Adobe Acrobat.
- Knowledge of database management, GIS tools and general legal record-keeping.
- Sound knowledge of computer applications (Microsoft Office, Adobe, Laserfiche).
- Ability to work independently with little supervision.
- Prior experience in a role requiring strict confidentiality, discretion and sound judgement.
- A valid class G driver's license is required and a reliable vehicle to use on corporate business.
- Ability to deliver exceptional customer service with respect to providing accurate information to and communicating with service providers, the general public and/or staff to address a variety of inquiries.

Conditions of Employment:

- Work is performed primarily in an office environment, with occasional travel to other locations within the Township.
- Ability to sit for long periods.
- Ability to work outside regular hours, as required.
- Work involves mental and visual concentration with frequent interruptions.
- Ability to handle confidential information.
- Must be legally authorized to work in Canada.

Salary Range: \$83,865.60 - \$102,029.20 per annum

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on November 6, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.