



JUNIOR MUNICIPAL PROSECUTOR

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

Reporting to the Municipal Prosecutor, the **Junior Municipal Prosecutor** is responsible for preparing disclosure, conducting legal research, arranging plea resolutions within Early Resolution guidelines, as well as conducting minor prosecutions and adjournments of cases before the Ontario Court of Justice for offences under the *Provincial Offences Act*, relevant federal/provincial statutes, and applicable municipal by-laws.

Main duties include but are not limited to:

- Conducts prosecution of minor Part I charges laid under the Provincial Offences Act (POA), Part II offences laid under the POA as well as some Part III Bylaw charges in accordance with acceptable practices and standards on the Ontario Court of Justice and resolution parameters as may be set by the Municipal prosecutor from time to time.
- Recommends appropriate sentences on convicted Part I POA matters.
- Evaluates assigned charges to determine if they have been properly investigated and all relevant evidence has been collected.
- Prepares detailed legal documents such as factums, motions, responses to Charter Arguments and legal briefs as assigned or required.
- Conducts negotiations of case dispositions with defendants and/or their representatives at court or within the established Early Resolution Program.
- Conduct pre-trial meetings, first appearance proceedings, and early resolution meetings as required. Carry-out prosecutions and present cases before the Court, including the Appeal Court. Present submissions regarding relevant issues of law and appropriate penalty; anticipate and respond to opposing counsel arguments.
- Complete all administrative duties related to prosecutions and any required case follow-up. Prepare and distribute associated court documents including, but not limited to, disclosure documents and notice requirements. Maintain appropriate files and ensure controls are in place to maintain security and confidentiality of pertinent documents and information. Compile and report statistics as required.
- Liaise with Justices of the Peace, enforcement agencies, members of the legal profession, Ministry officials, Crown Attorney, and local municipalities with respect to prosecutions, applicable procedures, case management and legislation.
- Ensure compliance with Ministry of Attorney General standards and requirements outlined in the Provincial-Municipal Memorandum of Understanding or its successor agreement and the POA Prosecutor Handbook. Adhere to Conflict of Interest Guidelines and principles of prosecutorial independence, fairness & impartiality.
- Respond to enquiries concerning prosecutions. Ensure political acumen is practiced, with tact and discretion in handling matters of a confidential or sensitive nature.
- Collaborate with other Court Services Division staff to maintain proper court processes/protocol.
- Build effective on-going relationships with internal and external colleagues. Participate in programs, conferences and courses that foster professional and technical development where applicable and approved.

- Keep current with developments in applicable legislation, case law and maintain awareness of issues and emerging trends. Network with other professionals to maintain knowledge of best practices. Analyse best practices for possible implementation and propose beneficial enhancements or changes.
- Undertake special projects and perform other duties as assigned.
- Responsible for maintaining annual CPD hours as required by The Law Society.

Qualifications:

- Academic legal training at the post-secondary level or related experience in the legal/prosecution field.
- Must be licensed in good standing by the Law Society of Ontario to practice law, possess a minimum of three years' experience in prosecution or legal services, and demonstrate strong knowledge of relevant legislation and courtroom procedures.
- Bilingualism (English/French) is required.
- Possess and maintain a valid 'G' driver's licence.
- Ability to provide a current satisfactory Criminal Record Check.

Core Competencies:

- Conflict Management
- Listening
- Process Management
- Integrity and Trust
- Dealing with Ambiguity
- Composure
- Peer Relationships

2025 Salary Range: \$75,508 to \$88,334 (35 hours per week) with full benefit package and pension

Location: SDG Counties Administration – 26 Pitt Street, Cornwall, Ontario

How to Apply: Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply.

Application Deadline: Applications will be received until 12:00 noon on Friday, October 31, 2025. Along with your resume, please provide a cover letter summarizing why you are interested in this position and why you would be a good candidate.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.