



Ressources humaines | Human Resources

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JOB POSTING LEGAL INTERN POSITION

CLERK'S OFFICE OF THE TOWN OF MONTREAL WEST

Administrative position, Full time 35 h/Week

Position summary:

Under the authority of the Town Clerk, the incumbent assists the Clerk in the performance of administrative duties and in carrying out activities related to the Clerk's Office. Appointed as Assistant Clerk by Municipal Council, the incumbent collaborates in the exercise of the powers and duties of the City Clerk in accordance with the *Cities and Towns Act* and other legislation governing the municipal sector, and replaces the Clerk as required.

During the internship, the incumbent may work in the following areas of law: municipal law, insurance, contracts, real estate, labour law, and civil liability.

Detailed responsibilities :

The main responsibilities of the incumbent include, but are not limited to:

- Preparing legal advice, reports, and correspondence of a confidential nature;
- Participating in the review, analysis, and drafting of draft by-laws;
- Ensuring compliance with regulatory approval and adoption processes, including administrative codification and any required follow-up;
- Drafting contractual clauses and participating in contract management activities;
- Participating in document and records management activities;
- Analyzing files, preparing case records, and developing legal theories;
- Conducting the research required to respond to internal and external client requests;
- Performing any other related duties.

Level of autonomy :

The work is performed under the supervision of the Town Clerk, in accordance with generally established instructions and guidelines. The incumbent may progressively carry out professional activities reserved to members of the Barreau, in accordance with applicable legislation.

**Work location:**

50 Westminster Avenue, Montréal-Ouest, hybrid work policy in effect.

Requirements:

- Eligibility for the legal internship following the successful completion of all evaluations of the École du Barreau du Québec, with a minimum overall grade of 60%;
- Bilingualism required: spoken and written French and English.

Salary and work schedule:

The hourly rate is \$20.00. The work schedule is from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m., Monday to Thursday, and from 8:00 a.m. to 1:00 p.m. on Fridays. Hybrid work arrangement, in accordance with the policy in effect.

Interested candidates must submit their résumé, a cover letter*, and their Barreau du Québec School transcript by email to the following address: rh@montreal-ouest.ca no later than January 30, 2026.

References will be required. Only candidates selected for an interview will be contacted.

This position requires the ability to provide services to both French- and English-speaking clients

*The cover letter must be written in accordance with the following language distribution: 50% French and 50% English.

In the event of any discrepancy between the English and French versions of this job posting, the French version shall prevail.