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Duty Counsel - Criminal



Union: The Society

Job Number: J0625-0822

Job Title: Duty Counsel - Criminal

Job Type: Contract

Contract Duration (months): 36 months

City, Province, Country: Sudbury, Ontario, Canada

Job Location: Sudbury

Job Category: Legal

Role Designation:

LAO Workplace Based - Role is physically based in an in-person LAO workplace.

Open Positions: 1

Posting Date: July 2, 2025

Closing Date: July 16, 2025

Salary: \$90,186.96 - \$154,117.41/Year

Legal Aid Ontario employees are committed to making a difference in the lives of our clients.

As an integral partner in the Justice system, working at Legal Aid Ontario is more than just a job. It's an opportunity to help people who need it the most; to ensure each client receives the access to justice afforded to them under the law.

If you are looking for a new challenge in your already meaningful career with a team dedicated to justice, and innovation in a flexible and supportive work environment consider this opportunity below.

Building a diverse workforce that represents the communities we serve while promoting a safe culture and work environment that dismantles systemic barriers, welcomes fresh perspectives and embraces differences as a priority is a core value at LAO. LAO encourages applicants from equity-seeking groups, including but not limited to individuals who are First Nations, Inuit or Métis, Black and racialized, as well as persons with disabilities, women and members of the 2SLGBTQ+ community.

We recognize the value of equity, diversity and inclusion and are committed to addressing systemic barriers, and prioritizing, attracting and retaining diverse staff. All interested and eligible people will be considered, with due consideration to all protected grounds under the Ontario Human Rights Code.

Legal Aid Ontario values integrity, respect, responsiveness, excellence, independence, accountability, openness and consistency. Our recruitment process reflects our commitment to equity, diversity and inclusion. Accommodations are available throughout the recruitment process as well as during employment at LAO. Please direct any accommodation requests to our recruitment team.

Primary function

This position will be situated at the Sudbury Court House with regular travel to Court in Espanola and some travel to Courts located on Manitoulin Island.

Criminal Duty Counsel is responsible for providing client service for criminal law matters in the courthouse, both virtually and in person once in person services resume. Criminal Duty Counsel will be responsible for the intake and assessment of criminal law clients to determine the appropriate service for those charged with criminal offences, including but not limited to providing procedural and summary legal advice; drafting and reviewing criminal court documents; in court representation at various stages of criminal court proceedings; and other duties as assigned.

This position will appeal to a lawyer experienced in a broad range of criminal proceedings who can effectively navigate the demands of a busy workplace, both in-person and remotely.

Home Location: Sudbury

Secondary Location: travel to Court in Espanola and some travel to Courts located on Manitoulin Island.

Reports to: Manager of Legal Services, Northeast District

Key accountabilities

- Assisting unrepresented clients who have been charged with criminal matters
- Representing clients at bail hearings, guilty pleas and remands both in-person and remotely
- Assessing clients' needs, including the early identification of vulnerable clients, to facilitate referrals to appropriate services.

- Providing in-person and remote summary legal advice to clients in or out of custody
- Assisting colleagues in preparation of bail hearings, guilty pleas and other forms of resolutions
- When appropriate, representing clients in Crown pre-trial negotiations for purposes of resolution
- Representing clients in specialty courts including Mental Health, Gladue, Domestic Violence, and Youth Courts as required
- Ensuring a high quality of legal work in a cost effective manner
- File management as per LAO requirements including use of computer technology; data input for statistics measurements in a timely manner
- Punctual attendance at court to perform daily duties
- Providing assistance with legal aid referrals as required
- Facilitating knowledge-sharing and best practices among court locations and staff offices
- Perform other duties and administrative tasks as assigned and remain adaptable and flexible in a changing environment.

Required skills & experience

- Lawyer in good standing with the Law Society of Ontario
- Legal knowledge, understanding and skills to be able to represent clients with sensitive legal issues including conducting bails hearings, and guilty pleas
- Demonstrated commitment to social justice or public interest work
- Sound knowledge of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, criminal law procedures, rules of evidence and case law
- Practical understanding of the Rules of Professional Conduct
- Communication, presentation and negotiation skills coupled with strong advocacy skills in the Ontario Court of Justice
- Proven judgment and analytical ability to determine appropriate legal remedies
- Knowledge and appreciation of impact of criminal proceedings on immigration, family and other poverty law issues; and the integrated nature of legal issues faced by LAO clients
- Background/Knowledge/Awareness of the challenges faced when serving vulnerable populations such as racialized communities, First Nations, youth and those experiencing mental health or addiction challenges and/or homelessness
- Ability to work with minimal supervision in a fast-paced environment while also demonstrating collaboration and teamwork with colleagues and other stakeholders
- Ability to use computer based file management and data entry systems such as PeopleSoft, DCSW, etc. as well as Microsoft Office
- Demonstrated ability to use latest communication technologies including tablets and smartphones and ability to utilize video conferencing platforms in order to deliver services virtually (Zoom/Teams)
- Ability and willingness to travel between the district court locations when in-person services resumes
- Ability to communicate in French is an asset

To apply submit a cover letter & résumé.

This position is represented by The Society of United Professionals and the employee will be governed by the provisions of the collective agreement and union dues will be deducted bi-weekly from date of hire.

First preference will be given to current members of The Society of United Professionals. Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on Njoyn. As an applicant, it is your responsibility to ensure that you check your email regularly.

First time applying to LAO? You will need to create a profile AND then apply for the position. Already have an Njoyn account? Just sign in and select "my jobs" to apply.

Once you have successfully applied you will receive a confirmation email.

Trouble applying? For telephone support please call 1-877-427-7717 or emailsupport.candidate.njoynhelp@cgi.com.

Are you interested in this job?

I am Interested

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