



## POSITION ANNOUNCEMENT

**Description:**

**Position Title:** Paralegal (Full Time)

**Location:** Columbia, SC

**Schedule:** In-Office

**Submission Deadline:** Applications will be considered until positions are filled.

**About the Center for Heirs' Property®**

The Center for Heirs' Property® (CHP) helps under-resourced and small-acreage landowners protect what matters most — the roof over their heads and the land under their feet. Since 2005, CHP has empowered families through legal education, direct legal services, and sustainable land-use programs that strengthen ownership, clarity, and generational prosperity.

Rooted in South Carolina and recognized nationally for its leadership, CHP envisions a nation where every family can enjoy the legacy of home—securing ownership, protection, and prosperity for generations to come.

**Position Description**

The Paralegal, under general supervision, handles casework that may include client contact, preliminary preparation of pleadings and probate court estate administration forms, research, filing, database maintenance, conducting outreach, coordinating attorneys' calendars and court-case calendars. Collaborating with the legal team, successfully fielding phone calls, providing information to clients, and acting as liaison between departments.

**Responsibilities:**

- Conduct intakes to determine whether clients are eligible for services provided by the Center.
- Assist in the preparation of pleadings, memorandums and other legal documents under the supervision and guidance of the attorneys.
- Assists heirs' property clients in preparing genealogies.
- Handle probate court estate administration from initial filing through estate closure.
- Maintain accurate database to meet grant reporting requirements.
- Maintain proper organization of files and ensure proper documentation is presented to the courts.

**Qualifications:**

- Graduate of an accredited paralegal program, college or university, or the equivalent education and experience, and work-related experience in the areas of property or law or community services.
- Bachelor's degree in English, Criminal Justice, Political Science, or related field.
- Three or more years of work-related experience as a Paralegal.
- Can effectively translate complex legal issues into terms clients can understand.
- Has excellent communication skills, both verbally and in writing, and the ability to successfully multitask and collaborate with internal and external clients.
- Has a strong commitment and belief in the concept of alternative dispute resolution.
- Has knowledge of laws and regulations relative to heirs' property.

**How to Apply:**

Applicants should send via email to:

[CHPPHR@heirsproperty.org](mailto:CHPPHR@heirsproperty.org), Attention: Sonya Laribo, Human Resources

- Resume with a cover letter that states why you are interested in the open position, office location, and salary requirements.

Please do not call regarding this opportunity; however, feel free to view the Center's website at [www.heirsproperty.org](http://www.heirsproperty.org) for additional information.

**Salary & Benefits Information**

Salary commensurate with qualifications and experience.

CHPP's 37.50-hour workweek offers flexibility so that employees can maintain a work-life balance while serving the Center's clients and mission. Excellent benefits package that includes employer paid health and dental coverage, up to (16) paid holidays, 20 days of accrued vacation and sick time, disability, and life insurance options. Annual professional development (1,200. Per year), cellphone stipend, company laptop and mileage reimbursement.

**Equal Employment Opportunity**

CHPP is an equal opportunity employer. By Federal Law, this organization is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply.)