



POSITION ANNOUNCEMENT

Description:

Position Title: Staff Attorney (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

Seeking a full-time Staff Attorney to work in our Columbia office. The Staff Attorney will conduct client intakes, provide consultations, and direct legal representation on legal matters pertaining to heirs' property, tenancy in common rights, probate estate administration, interstate inheritance, chain of title issues, tax sales, quiet title action, land partition matters, and the drafting of Wills and Advanced Directives. The position also requires full participation in community outreach efforts and events within the Center's service area, including some evenings and weekend work.

Responsibilities:

- Conduct client interviews, consultations, and fact gathering.
- Has knowledge of laws and regulations relative to Heirs' Property.
- Has knowledgeable in the administration of probate estates and real property matters.
- Analyze complex legal situations of clients and determine the appropriate strategy for obtaining a favorable outcome for clients.
- Draft pleadings, written discovery, correspondence, and memoranda.
- Translate complex legal issues into terms clients can understand.
- Has a strong commitment and belief in the concept of alternative dispute resolution.
- Participate in community outreach and presentations.

Qualifications:

- Juris Doctorate and admitted to practice in South Carolina
- Must be a South Carolina Bar Association member and have met the 403 requirements.
- No South Carolina Bar Disciplinary Issues.
- One year of experience in handling the administration of probate estates and Petition to Determine Heirs actions and familiarity with the quiet title process, preferred but not required.
- Demonstrated interest in heirs' property law and working with under-resourced individuals.
- Able to communicate effectively, be empathetic, and understand the diverse clients of the organization.
- Demonstrable commitment to social justice and experience working with an under-resourced population.
- Excellent writing, editing, and proofreading skills, with the ability to be detail oriented.
- Basic computer skills are required. Familiarity with the Microsoft Office program (Word, Excel, SharePoint, Teams).

How to Apply:

Applicants should send via email to:

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 for additional information.

Salary & Benefits Information:

Hiring Range: Commensurate with qualifications and experience.

CHPP's 37.50-hour workweek offers flexibility so employees can maintain a work-life balance while serving the Center's clients and mission. The excellent benefits package 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. The employer also pays Annual Bar Dues and annual professional development (\$1,200 per year), provides a cellphone stipend, provides a company laptop, and reimburses employees for mileage.

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.)