



POSITION ANNOUNCEMENT

Description

Position Title: Staff Attorney II (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

This position is designed for an experienced attorney who can independently manage a complex caseload while also contributing to program development and organizational strategy. The Staff Attorney will conduct client intakes and provide direct legal representation on matters pertaining to heirs' property, tenancy in common rights, probate estate administration, interstate inheritance, chain of title issues, tax sales, quiet title actions, and land partition matters. The attorney will also play a key role in advanced estate planning strategies, including the drafting and administration of Wills, Trusts, and Advanced Directives, as well as advising clients on the formation and use of limited liability companies (LLCs) for land preservation, estate planning, and asset protection.

This role requires sound judgment, the ability to handle complex and sensitive legal issues, and a commitment to mentoring junior staff and supporting community education initiatives. 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 comprehensive fact gathering.
- Provide expert legal analysis and strategy on complex heirs' property and real property matters.
- Lead the administration of probate estates and resolution of title issues, including quiet title and partition actions.
- Advise clients on and draft estate planning instruments, including wills, trusts, and related documents.
- Structure and implement legal solutions using trusts and LLCs to support generational land retention and asset protection.
- Draft pleadings, written discovery, correspondence, memoranda, trust instruments, and LLC formation and governance documents.

- Translate complex legal concepts into clear, accessible guidance for clients.
- Mentor junior attorneys or legal staff, as appropriate, and contribute to internal knowledge-sharing.
- Support and participate in community outreach, workshops, and presentations.
- Promote and utilize alternative dispute resolution strategies where appropriate.

Qualifications:

- Juris Doctorate and admitted to practice in South Carolina.
- Must be a South Carolina Bar Association member in good standing and have met the 403 requirements.
- No South Carolina Bar Disciplinary Issues.
- Minimum of 5 years of relevant legal experience, with demonstrated depth in probate, real property, and estate planning.
- Substantial experience drafting and administering trusts and advising on and forming LLCs, including governance and operational considerations.
- Demonstrated experience handling complex title issues, probate administration, and heirs' property matters.
- Ability to independently manage a caseload and exercise sound legal judgment.
- Strong commitment to social justice and experience working with under-resourced or historically marginalized communities.
- Excellent writing, editing, and proofreading skills with strong attention to detail.
- Strong interpersonal skills, with the ability to communicate effectively and empathetically with diverse clients.
- Proficiency in Microsoft Office (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, 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).