



1816 Success Street, Building A, Suite 102
North Charleston, SC 29405
info@charlestonlegalaccess.org
843-640-5980

**Charleston Legal Access
Senior Attorney**

Job Title: Senior Attorney

Organization: Charleston Legal Access

Location: Charleston, South Carolina

Position Type: Full-time

Benefits: Health insurance, PTO, Sick Leave, and professional development opportunities

Application Deadline: Rolling

Email Application to: Shirene@charlestonlegalaccess.org

Subject Line: Senior Attorney

Contact Person: Shirene Hansotia, shirene@charlestonlegalaccess.org or (843) 640-5980

About Charleston Legal Access (CLA):

Charleston Legal Access is a nonprofit, sliding-scale law firm dedicated to expanding legal representation and access to justice in the Lowcountry. Our mission is to provide low-cost, quality legal representation and assistance to the underserved middle class, filling a crucial void in our justice system. We are committed to addressing systemic barriers to justice and increasing access through innovative projects and community engagement.

Position Overview:

CLA is seeking a driven and experienced Senior Litigation Attorney to join our dynamic team. The successful candidate will primarily focus on Family Law; but may also handle other civil matters. This position involves representing clients through all stages of litigation; assisting with supervision of other attorneys, paralegals and the Intake Manager; and contributing to strategic initiatives. Management experience is a plus.



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Primary Responsibilities:

- Meet with clients and represent them throughout the litigation process, including drafting documents, negotiating settlements, conducting depositions, and appearing in court.
- Assist with supervision of attorneys, paralegals and the Intake Manager.
- Prepare all necessary legal documents for case filings, including memos, briefs, and court pleadings.
- Maintain accurate case files, notes, invoices, and reports.
- Participate in case selection, intake, analysis, and strategy discussions.
- Represent clients in courts across Charleston, Dorchester, and Berkeley Counties.
- Provide support and guidance to other attorneys.

Required Qualifications:

- Admission to the South Carolina Bar.
- Located in or willing to relocate to the Tri-county area.
- Family Law litigation experience a plus.
- Experience in other civil legal areas is a plus.
- Commitment to CLA's mission and values.
- Excellent communication, interpersonal, and organizational skills.
- Excellent analytical, negotiation, and leadership skills.
- Must be able to work on several projects concurrently while meeting deadlines.
- Ability to manage a high-volume caseload.
- Ability to work independently and collaboratively in a diverse team environment.
- Creative problem-solving skills with the ability to lead and complete projects on time.
- Commitment to diversity within the office using an approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance.

Other Benefits:

Benefits including health insurance, flex time, PTO and Sick Leave.

How to Apply:

Interested candidates should email a resume and cover letter to

Shirene@charlestonlegalaccess.org with the subject line "**Senior Attorney.**" In your



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cover letter, please highlight how your qualifications align with the job requirements outlined above.

Applications will be reviewed on a rolling basis.

Charleston Legal Access is an equal-opportunity employer. We value a diverse workforce and an inclusive culture that reflects the rich diversity of the communities we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, familial or veteran status, and we strongly encourage applications from persons of diverse backgrounds.