

JOB ANNOUNCEMENT **HEIRS' PROPERTY STAFF ATTORNEY**

The Mississippi Center for Justice ("MCJ") seeks a Staff Attorney. The Staff Attorney will work as part of the Heirs' Property Campaign in support of MCJ's legal and policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee*, based in Jackson, Mississippi and reporting to the Director of MCJ's Heirs' Property Campaign, the Staff Attorney will perform such duties as conducting client intakes and providing consultations and direct legal representation on legal matters pertaining to heirs' property, tenancy in common rights, probate estate administration, intestate inheritance, chain of title issues, tax sales, quiet title actions, land partition matters, and the drafting of wills. The position also requires full participation in community outreach efforts and events, which may include occasional evening and weekend work.

*While a full-time candidate is preferred, a contractual position is an option.

Job Responsibilities

The Staff Attorney's duties will include:

Direct Legal Services

- Maintain an active caseload of heirs' property title clearing and probate matters
- Perform legal research and prepare petitions, memoranda, court pleadings, motions, and briefs
- Conduct intake calls with potential clients, follow up for requested information, summarize the facts of the case, and present the case to staff for consideration
- Review requests for service and offer counsel and advice to individuals with questions about heirs' property in Mississippi
- Lead family meetings to discuss heirs' property issues and facilitate agreements regarding property goals
- Assist families with bringing title up to date by filing actions to determine heirship and preparing and filing appropriate deeds and other legal documents
- Organize and maintain client files, client information, case notes, case strategy, case expenses, and case deadlines in case management database. Implement organization systems to achieve effective workloads and case flow.

- Travel to various locations throughout the state of Mississippi and appear in court hearings, trials, meetings, conferences, etc.
- Keep the Heirs' Property Director fully informed on client cases and all-important external factors influencing the cases.

Communications, Outreach, and Education

- Collaborate with Heirs Property Campaign Outreach Coordinator to prepare and provide outreach, education, and technical assistance and develop educational materials for property owners, attorneys, nonprofits, and municipalities about heirs' property issues.
- Assist and present at Heirs' Property Prevention and Wills Clinics
- Prepare estate plans
- Other responsibilities as assigned

Qualifications

- Licensed to practice law in Mississippi and a member in good standing with the Mississippi Bar
- Excellent written, interpersonal, and verbal communications skills
- Excellent organizational skills, detailed oriented, strong time-management skills
- Self-starter who is able to multi-task and meet deadlines
- Ability to work independently and also within a team
- Proficient in Microsoft Word, familiar with Microsoft Office Suite
- Experience with MEC and CM/ECF
- Preference to applicants with experience with Clio and/or case management software
- Personal qualities of integrity, credibility, and a commitment to MCJ's mission

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest, resume, and three (3) references, including two (2) from former employers, to:

Andrea' Barnes, Director of the Heirs' Property Campaign
abarnes@mscenterforjustice.org

Please, no telephone inquiries

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.