

Position: Attorney: Estate Planning and Probate Practice Group

Status: Full-Time/Exempt
Effective: September 24, 2026

Job Summary & Expectations

CCHA is seeking a motivated and talented Estate Planning and Probate Attorney with at least 5 years of experience and superior academic credentials. The ideal candidate demonstrates exceptional verbal, written, and interpersonal communication skills; is self-motivated and highly organized; can effectively manage multiple complex matters; and brings sound judgment, initiative, and a strong work ethic to delivering high-quality client service.

Essential Functions

- Prepare estate planning documents including, but not limited to, Powers of Attorney, Health Care Directives, Living Wills, Last Will and Testaments, and Revocable Living Trust Declarations.
- Manage probate and trust administrations, including preparation of pleadings, court filings, and other legal documents.
- Coordinate financial institution account transfers and real estate ownership transfers.
- Identify and assist in valuing estate assets, including real estate, personal property, agricultural property, insurance proceeds, investment and retirement accounts, and government benefits.
- Maintain organized physical and electronic case files, calendars, task lists, and deadlines.
- Collaborate effectively with attorneys, paralegals, and other team members, and participate in meetings as requested.
- Enter time and billing information as requested and coordinate with the Billing Specialist on corrections or clarifications.

At CCHA, our culture supports the exceptional client service we provide. We invest in the ongoing development of dedicated attorneys who demonstrate character, professionalism, and a commitment to serving clients. We value extraordinary effort while helping each attorney pursue meaningful professional goals. A career with CCHA includes a competitive salary, a professional and collaborative work environment, comprehensive benefits, and the support needed to advance your career.

Church Church Hittle + Antrim (CCHA) is committed to creating an inclusive environment and is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, gender, sexual orientation, disability, age, veteran status, or any other protected class under applicable law.