

## Law Clerk

We are a fast-growing tax law firm located in Downtown Atlanta. We zealously advocate for our clients against the IRS and Georgia Department of Revenue while maintaining a reasonable work life balance. We value integrity and teamwork, and while we have uncompromising standards of care and conduct, we love to have fun and reward our team for a job well done.

### *Position Summary*

The law clerk position assists the attorneys in handling a client's case. This person will work closely with the Firm's attorneys in connection with the Firm's tax controversy practice on both the federal and state level. This person will also assist with daily administrative duties.

### *Position Responsibilities*

- Communicate effectively with clients and other counsel
- Work efficiently under the supervision of the attorneys
- Provide input and feedback to maintain an excellent client experience
- Prepare client financial reports
- Accurately track time spent on each client's case
- Assist attorneys with managing workflow, completing tasks daily, ensuring deadlines are met, and work is completed correctly
- Assist with mailing and faxing

### *Position Requirements*

- Tax clinical experience preferred
- Proficiency in Adobe and MS Office with expertise in Microsoft Word, Excel
- Competency in problem solving
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional written and verbal communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Ability to work effectively and efficiently with other team members
- Strive for personal improvement and a willingness to accept constructive criticism

### *What Do We Offer?*

- \$18 Per Hour
- 15 Hours per week
- Real world legal experience

To apply for the position, please email us your resume at [admin@wiggamlaw.com](mailto:admin@wiggamlaw.com).