

Law Clerk

Wiggam Law is an established tax law firm located in Atlanta recognized as the 4th fastest growing law firm in the U.S. in 2020 according to the Law Firm 500! We zealously advocate for our clients against the IRS, Georgia Department of Revenue, and other state revenue agencies. 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?

- \$20 Per Hour
- 15 Hours per week (increased hours for summer clerks not attending classes)
- Real world legal experience

To apply for the position, please email us your resume at admin@wiggamlaw.com.