

## **Paralegal**

- Do you believe in helping others without judgment? Many of our clients can have significant financial problems, and our focus is to resolve them.
- Are you an empathetic listener who can analyze and understand the client's needs discreetly?
- Do you have strong attention to detail and accuracy?
- Are you hands-on and self-reliant in your work?
- Do you demonstrate a high level of patience working in routine activities?

### **Position Summary**

The Paralegal plays a vital role in supporting clients and the firm by coordinating administrative tasks related to case management and client satisfaction initiatives. The Paralegal has direct client interaction and supports the attorneys as required to ensure all cases are on track to achieve the best possible outcome for our clients.

### **Responsibilities**

- The Paralegal's billable hour requirement is 1200 hours annually
- Act as case liaison between client and the firm, helping update clients on their case and relaying information from clients to the firm's attorneys
- Accurately track time spent on each client's case in the case management system
- Complete other tasks as requested at the direction of attorneys
- Track case milestones and deadlines and communicate clearly and effectively with clients accordingly (e.g., follow up with clients on adherence to payment plans)
- Collect and organize incoming correspondence and supporting client documents (e.g., tax transcripts, financial documents, etc.)
- Draft, review, and analyze client financial summaries to include assets, liabilities, incomes, and expenses
- Send outgoing mail, email, or faxes as required
- Calendar case deadlines in the case management system
- Close cases per firm policy and procedures

### **Qualifications**

- A minimum of four years experience with client-facing responsibilities in a comparable professional environment
- Must have an Associate's Degree or higher
- A paralegal certificate is preferred, but not required
- Working knowledge of financial terminology and documentation is preferred
- Proficiency in Google email, Adobe, and MS Office with expertise in Microsoft Word and Excel
- Exceptional written and verbal communication skills
- Tax, Bankruptcy, or Real Estate law firm experience is a plus
- Detail-oriented and comfortable working in a fast-paced office environment
- Proactive, can-do attitude, with great follow-through and a client-care focus
- Superior time management and organizational skills
- Ability to work and communicate effectively and efficiently with other team members

### **What We Offer**

- A team that likes to have fun through firm-sponsored activities coordinated by the firm's social committee
- A firm that believes in charity, monthly contributions to employee-selected charities
- Competitive base compensation (\$55,000 to \$70,000 annual base salary)
- Additional compensation based on performance from defined incentives
- A firm with proven processes in place to support efficiency and accuracy
- On-the-job mentoring with an established career path

### **Generous benefits package, including:**

- Accrued paid time off



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- Employer-provided health insurance
- Dental and vision insurance are available
- Paid group disability and life insurance policy
- Up to 4% 401(k) match
- An annual retirement contribution from the firm's profit-sharing plan
- Paid parking or monthly MARTA fare

### **About Wiggam Law**

An established tax law firm located in Midtown Atlanta, we were 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. While we have uncompromising standards of care and conduct, we love to have fun and reward our team.

**To apply for the position, please email us your resume and cover letter to [admin@wiggamlaw.com](mailto:admin@wiggamlaw.com).**