



Law Clerk – San Diego / Irvine / Virtual

Company Profile:

Hone Maxwell LLP is a tax law firm with offices in San Francisco, Irvine and San Diego. Our practice encompasses the full spectrum of federal, international, state, and local tax issues for individuals and businesses. These include tax planning, representation in tax audits, appeals, and tax controversies involving both civil and criminal claims. As attorneys with a public accounting background, we aim to thoroughly understand the underlying issues, questions, and laws so we can represent our clients effectively. We work with a wide variety of clients including international taxpayers and same-sex couples.

Position Description:

The Law Clerk position will primarily support our professional staff on various projects and research. Job duties will include:

- Research and analyzing complex tax issues
- Assistance drafting legal documents
- Assistance with federal and state income/franchise/property/payroll/sales & use tax audits/protests/appeals
- Assist with international tax consulting
- Assist with tax compliance

Education and Experience:

- Current enrollment in Juris Doctor or Tax LLM program
- Completion of basic federal income tax course required
- No prior tax experience necessary but candidate must demonstrate an interest in tax controversy work
- Fluent in Chinese / Mandarin strongly preferred

Knowledge, Skills and Abilities:

- Familiarity with general concepts in domestic and international taxation
- Strong legal research and writing skills
- Excellent communication skills
- Detail-focused and highly organized work habits
- Excellent time management and prioritization skills
- Professional demeanor and advanced interpersonal skills
- Ability to work independently with limited instruction

- Exercises appropriate judgment in handling confidential information / sensitive matters
- Demonstrates ability to engage in a direct, truthful, and professional manner; ability to present accurate and appropriate information
- Willingness to ask questions
- Familiarity with Microsoft Excel preferred

Personal Attributes:

A commitment to excellence, academic and emotional intelligence, efficiency, and adaptability are highly valued at our firm. Additionally, applicants should be responsible and self-motivated. Maintaining a positive work environment is very important to our company and it is important this position is filled by someone who is genuine, self-assured, and committed to personal and professional growth. Applicants must have integrity and respect for client confidentiality.

Application Instructions:

- Only candidates who meet the above-stated qualifications will be considered.
- Email a resume and cover letter explaining your interest in the position in PDF.
- The email subject line should read: Application - ["enter your full name"].

Additional Information

Location: San Diego, Irvine, Virtual
Start Date: ASAP
Hours: 20-25 hours/ week (negotiable)
Pay: Based on experience

Contact Information

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Hone Maxwell LLP is an equal opportunity employer.