Green Maple Law Group is a specialty law firm focusing on U.S. immigration. Our clients range from international students to families, from start-up entrepreneurs to serial inventors, from sole proprietorship to Fortune 500s. We are seeking the following candidate:

* Law Clerk
* Executive Assistant

Location: Irvine, CA 92618

Law Clerk

Duties

* Assist attorneys and paralegals with research, filing, data entry and template editing;
* Collect information from clients and relevant third parties;
* Assist office staff with support tasks

Requirements

* Foreign law degree or U.S. LLM or political science degree
* +1 years of work experience in law firm or court setting
* Fluent in Chinese and English
* MS Word; Outlook; Excel; Adobe Acrobat Writer; QuickBooks
* OPT = OK
* H-1B = dependent on performance

Compensation

* DOE