

# E-Discovery Analyst

**Position Type:** Full Time

**Department:** Litigation Support

**Reports To:** Director of Litigation Support

## POSITION SUMMARY

The E-Discovery Analyst will be responsible for intake of electronic discovery processing, prepare chain-of-custody reports, update project tracking system, assist in document preparation and loads, and support existing litigation support applications. Responsible for providing technology-related litigation support services to attorneys, paralegals, and support staff.

## ESSENTIAL DUTIES

Specific duties of this position include, but are not limited to:

### PRIMARY TASKS

1. Support: Provide end user support on all litigation support applications.
2. Software application: Be proficient and support the following litigation support applications: Relativity, Textmap, NUIX, and PowerPoint and other support applications which the firm may use from time to time.
3. Project management: Manage outsourced services and resources pertaining to litigation support, electronic discovery, and trial case projects in office location. Manage day-to-day activities on case projects with attorneys, legal assistants, and other case members.
4. Document Analysis and Processing: Provide case team with analysis of data intake. Provide assessment and recommendations for processing, loading, review, and production of documents. Process documents using electronic discovery software, prepare documents for loading into databases, prepare attorney review, prepare document productions.

## EDUCATION, EXPERIENCE AND SKILLS REQUIRED

Bachelor's degree in Business, MIS, or Computer Science; or five to ten years of experience working in a law firm or vendor.

Experience with the following litigation support applications (Relativity) required.



- A working knowledge of the litigation process and an understanding of the use of technology to support litigation efforts.
- Strong customer service, organization, project management, documentation, and written and verbal communication skills required.

### **CERTIFICATIONS REQUIRED/PREFERRED**

RCA	Relativity Certified Administrator
RCU	Relativity Certified User
ACEDS	Certified E-Discovery Specialist

### **ESSENTIAL CAPABILITIES**

- Ability to interact effectively and professionally with all levels of personnel, including attorneys, legal assistants and technical support personnel.
- Ability to be a proactive, self-starter, who understands the details within a much larger context.
- Prepare annual goals, weekly status reports, and team meetings. Provide input for the annual litigation support budget and content for the Litigation Support home page.
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities; ability to work under tight deadlines and handle multiple, detailed tasks; ability to anticipate when help will be needed from others in the department or firm.
- Must be team-oriented and able to share information, goals and opportunities.
- Ability to travel, often on short notice.
- Ability to work effectively in a culturally and educationally diverse environment.
- Ability to work overtime.
- Must pay attention to details and have the ability to follow up and follow through.

