

Job Title: Litigation Technology Specialist/Senior Litigation Technology Specialist
Department: Dispute Resolution
Office: Orange County
Status: Non-exempt

Position overview:

The Litigation Technology Specialist or Senior Litigation Technology Specialist (depending upon years of experience) will implement and provide attorneys, paralegals, Word Processing staff, and legal executive assistants with hands-on administration and technical support for all stages of the litigation process, including e-discovery and trial project management. This position reports to the Litigation Technology Manager.

Critical Success Factors:

- Able to communicate highly technical aspects of a case effectively and professionally with all levels of personnel in a multi-office environment.
- Highly responsive and able to work under tight deadlines, carry out multiple related activities simultaneously, and prioritize appropriately.
- Able to utilize judgment, knowledge of best practices, and knowledge of technology to make sound, cost-effective recommendations.
- Able to know when and to whom to escalate issues.
- Strong attention to detail and ability to follow up and follow through.
- Excellent organization and project management skills.

Responsibilities:

- Work closely with case teams to assess litigation technology needs throughout all stages of litigation.
- Monitor compliance with firm policies and procedures, as well as project requirements, to ensure consistent approach and accurate, timely, and high quality results.
- Serve as the point person for all technical support questions/issues related to litigation support and related applications.
- Act as the main contact for service issues with electronic data collection, processing, and hosting vendors.
- Responsible for database creation, management (creating user accounts, granting access, creating review layouts and assisting with searches) and troubleshooting, data import and export, e-discovery data manipulation/conversion, imaging, electronic document production, and trial technology project management.
- Assist in evaluation of software technologies based upon the requirements of e-discovery collection, processing, review, and production.
- Take a leading role in developing and implementing firm discovery policies & procedures.
- Provide end-user training in Viewpoint, Relativity, Concordance, CaseMap, TextMap, Sanction, and other litigation support applications.

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- Tracking time to the firm's standard.
- Complete work to the department's standard.
- Documentation of key information, including incoming data tracking and productions.

Qualifications:

- BA or BS Degree required. Information Management, Computer Science or a related field, or Juris Doctor degree a plus.
- Minimum of three years of experience in a litigation technology support role within an AMLAW200 law firm or other legal service environment.
- Highly developed understanding of requirements and procedures involved in litigation support.
- Experience with electronic evidence, large-scale printing, and document repositories.
- Extensive knowledge and experience using various litigation support applications, including Viewpoint, Relativity, Concordance, CaseMap, TextMap, Sanction, Law PreDiscovery, Opticon, etc.
- Knowledge of relational databases such as Microsoft Access.
- Familiarity with the usage of analytics and assisted review.
- Must be proficient in the use of Microsoft Windows, Microsoft Office, and other business productivity applications.
- Experience training end-users with litigation support software.
- Willingness to work additional hours and help others with deadline intensive projects.
- Willingness to travel occasionally to other offices and trial sites.
- Trial support experience or experience in setting up and running an off-site trial War Room a plus.

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