

CAREERS

**JOB TITLE:**

Database Support Specialist I

FLSA:

Non-Exempt

DEPARTMENT:

Litigation Support

REPORTS TO:

Data Management Supervisor

SUMMARY:

Under general supervision of the Data Management Supervisor, the Database Support Specialist performs database support using various types of litigation databases. Database Specialists work closely with legal staff in providing the highest level of consultation and support. Database Specialists will import, update and maintain various types of litigation databases. Database Specialists analyze databases and data from a quality control and accuracy standpoint, and will work in-depth with a variety of technologies.

MINIMUM REQUIREMENTS:

- Associates degree required, Bachelor's preferred
- Ability to communicate, work well with a variety of people and have excellent business communication and customer service skills
- Must be familiar with databases and understand how to run keyword searches and reporting
- Experience with litigation support software preferred but not required
- Technical background is preferred
- Attention to detail
- Can follow instruction and work with minimum supervision

ESSENTIAL DUTIES AND RESPONSIBILITIES:

“Essential functions” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Convert incoming productions to usable format
- Search and enter all media into Archive Database
- Caselistix: searching, loading, coding, creating new cases and quality control of existing cases
- Provide training and support for firm
- Database Quality Control and Maintenance
- Other duties include: converting between media types, burning CD or DVDs, manipulating load files and spreadsheets, production tracking for multiple litigations

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.