

**JOB TITLE:**

Litigation Technology Specialist

**FLSA:**

Exempt

**DEPARTMENT:**

Information Technology

**REPORTS TO:**

IT Director

**SUMMARY:**

Under general supervision of the **IT Director**, the **Litigation Technology Specialist** is responsible for ensuring the delivery of high quality support and litigation services. Litigation Technology Specialist work closely with legal staff to provide the highest level of customer satisfaction by understanding the software and its functions, identifying the customer's needs or issues, resolving and following through on all inquiries and building and maintaining strong working relationships with staff and attorneys. Litigation Technology Specialists analyze data from a quality control and accuracy standpoint, and work in-depth with a variety of technologies to perform research and provide a variety of functions as needed.

Provides e-discovery and litigation technology support, including database management; data manipulation and conversion; assistance with electronic document productions; and trial project management.

Manages eDiscovery tools, including processing, loading, review, and production of electronic data and images to and from litigation support systems.

May also provide eDiscovery and litigation support software training to attorneys and staff as needed.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree preferred or equivalent work experience
- Able to work under tight deadlines, carry out multiple related activities simultaneously and prioritize appropriately.
- Ability to communicate, work well with a variety of people at all levels including senior attorneys and excellence in customer service skills
- Working knowledge of litigation process and a strong understanding of the use of technology to support litigation efforts with an emphasis on eDiscovery, electronic document production, electronic document management, coding and scanning procedures and trial processes.
- Attention to detail and self-motivated
- Follow instructions with minimal supervision
- Ability to grasp concepts, perform research and overall competence in navigating programs
- Microsoft Office experience
- Working knowledge with a variety of eDiscovery tool, running keyword searches/reports, bulk uploads, etc.
- Experience with Relativity and similar legal-industry repository programs

**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.

- Q&A and general technical support
- Communicate with end-users to establish and meet their needs; provide training sessions to service staff, attorneys and external users teaching them to navigate and use software programs; develop basic step-by-step training guides of how to perform specific tasks within the applications
- Analyze incoming data to be added to database and convert to the appropriate format for import
- Process incoming production sets and documents into the repository in a timely manner; map data, manipulate and convert files, uploads and migrations of single records or production sets
- Ensure quality control prior to and after import and export
- General reporting, customized reporting and specialized search creation
- Coordinate the development and maintenance of databases through the exploitation of user, technical and administrative services.

- Manage electronic conversion flow and identify and recommend software and/or parties responsible for conversion of such sets of electronically stored information
- Responsible for database creation, management (creating review layouts and assisting with searches) and troubleshooting, data import and export, eDiscovery 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.
- Maintain extensive knowledge of Litigation Support software; promote the sharing of leveraged knowledge and information resources across the firm through regular customer networking
- Build collaborative relationships with attorneys and staff
- Complete special projects as requested
- Possess strong organizational skills and ability to pay close attention to detail.
- Communicate effectively verbally and in writing.
- Work well under pressure and remain flexible to changing priorities.
- Multi-task successfully in a fast-paced litigation work environment in order to meet competing deadlines.
- Work independently and as part of a team.

**WORKING HOURS & CONDITIONS:**

Work may require travel. Willingness to work additional hours and help others with deadline intensive projects. 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. Motley Rice LLC is an equal opportunity employer. We participate in E-Verify.*