

CAREERS

**JOB TITLE:**

Project Attorney (Document Review)

DEPARTMENT:

Varied

REPORTS TO:

Attorney

SUMMARY:

Project-based document review for varied litigations.

MINIMUM REQUIREMENTS:

- A Juris Doctor (J.D.) degree from an Accredited School of Law required
- Active pursuit of licensure in State of South Carolina required
- Familiarity with e-discovery platforms (including Relativity) highly preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Document Review and related duties associated with varied litigation projects

WORKING HOURS:

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

WORKING CONDITIONS:

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.