

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
LEGAL SUPPORT SERVICES
eDISCOVERY & LITIGATION SERVICES
DUTY STATEMENT**

NAME: Vacant

POSITION: 420-049-5333-xxx

CLASSIFICATION: Legal Analyst

WORKING TITLE: eDiscovery Specialist

STATEMENT OF DUTIES: The eDiscovery Specialist performs a broad range of tasks in connection with journey analytical paralegal duties associated with litigation handled by eDiscovery & Litigation Services (eDLS). The eDiscovery Specialist will provide consultative and document management services to attorneys and paralegals on litigation support systems such as Relativity, CaseMap, TextMap, TimeMap, Trial Director, LAW PreDiscovery, and Secure File Transfer Protocol (SFTP) accounts. The incumbent must be knowledgeable in civil and criminal procedure, legal research, legal jurisdictions, case management, and trial presentation software, hardware, and presentation theories and systems. They will work with legal teams in developing discovery plans and assist with data identification, collection, process, review, analysis and production of electronic evidence in administrative, investigation, litigation and public records requests matters.

SUPERVISION RECEIVED: Under the immediate direction of the Staff Services Manager (SSM) I. This includes day-to-day supervision, training, direction, workload assignments and evaluation by the SSM I. There will be oversight of litigation-related direction from the attorneys whose cases are being handled by the incumbent.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Private office or cubicle. The analyst may be required to sit at a computer terminal 6 to 8 hours a day while performing litigation support services. Normal hours are 8:00 a.m. to 5:00 p.m. However, some litigation projects may require considerable overtime. Some travel is required.

ESSENTIAL FUNCTIONS:

The eDiscovery Specialist performs journey analytical paralegal duties related to litigation and legal technology including electronic data processing, document management software, trial presentation technology, knowledge management systems and other law practice software. Duties include but are not limited to:

45% Consults with attorney and paralegal staff, as well as with client agency staff, under the direction of the SSM I, to develop strategies for managing litigation. Typical strategies may include sophisticated database support to handle cases with computer database systems, especially projects involving litigation teams and/or other governmental entities, which are

collaborators with California Attorney General's Office. Aids legal teams in responding to discovery, electronic evidence and trial presentation.

- 25%** Processes source data to upload, import and export to and from Litigation Support's review platforms and perform quality control analysis. Converts e-mail and hard drive productions into litigation support image-enabled databases. Provides error identification.
- 15%** Trains section staff on litigation support procedures and equipment including scanning documents and copying CD/DVD's. Assists with document preparation, scanning and coding hard copy documents. Creates demonstratives for trial exhibits and may provide set-up and take-down of trial equipment in courtrooms for legal staff.
- 10%** Provides overviews, presentations and training to internal and external clients on the services and resources provided by eDiscovery & Litigation Services. This includes but is not limited to Relativity, Concordance, Case Map, Text Map, Time Map and Trial Director.
- 5%** Keeps current on best practices and current technology trends by attending trainings, meetings, seminars, demonstrations and conferences that relate to eDiscovery and litigation support technology; keeps current on case law relating to eDiscovery litigation.

I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation. (Refer to the Essential Functions Health Questionnaire, STD 910.)

Employee Name (print)

Supervisor Name (print)

Employee Signature

Supervisor Signature

Date

Date