

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

**NAME:** Vacant

**POSITION NUMBER:** 420-049-4800-XXX

**JOB TITLE:** Staff Services Manager I - Specialist

**WORKING TITLE:** eDLS Project Manager

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager II (SSM II), the Staff Services Manager I Specialist (SSM I Specialist) serves as a subject matter expert (SME) of eDiscovery and litigation support, a senior consultant for eDLS to DOJ legal teams. The SSM I Specialist is responsible for managing the more complex, difficult, sensitive, and high profile cases as the lead following best practices with authority to make changes or decisions in determining which workflows will work most efficiently and effectively for their specific needs. In addition, the SSM I Specialist will research, test and develop additional solutions, must be knowledgeable in a wide-range of litigation support practices, including analytics, technology assisted review (TAR), design and develop document management and information management databases using a variety of software products, data organization, quality control and electronic discovery practices, as well as the section's specialized policies and procedures. This knowledge also includes familiarity with litigation support database software programs including Relativity, Concordance, LAW PreDiscovery, CaseMap, TextMap, TimeMap, TrialDirector and TrialPad used to manage litigation and investigative data.

**SUPERVISION RECEIVED:** Directly supervised by the SSM II of the eDiscovery & Litigation Services Section. May receive direction from the SSM III

**SUPERVISION EXERCISED:** None, but may act in the lead capacity to other eDiscovery Specialists in the unit on projects.

**TYPICAL WORKING CONDITIONS:** Cubicle or office in a smoke-free environment. Incumbent may be required to travel periodically to other Attorney General Offices or client locations. This position offers a hybrid schedule, i.e. combined telework and in-office no less than one day a week.

**ESSENTIAL FUNCTIONS:**

- 35%** The SSM I(s), as a SME and project manager, has authority over the most complex, difficult, sensitive and high profile projects or "cases" assigned to them. This entails identifying project goals, needs, and scope; researching and defining the best approach, planning, monitoring, and documenting tasks throughout the

project; leading the teams of Specialists that are working the cases to ensure all tasks, deliverables, and materials are executed correctly and on time; and communicating effectively with clients, the team, and management if there is any “scope-creep,” updates, timeline changes, or issues that need to be addressed. In lead capacity direct work of various projects in conjunction with other eDLS units. SSM I Specialist works with multiple legal stakeholders and divisions on projects critical to DOJ’s mission.

- 30%** As a subject matter expert (SME) with substantial independence, consults with attorneys on all aspects of eDiscovery from identification, preservation, collection, and document review to production for complex, high-profile and difficult cases. Identifies best practice approach to legal teams that is defensible and strategic for data identification, collection, processing, culling and production of electronic data such as data mapping, analytics and technology-assisted review (TAR). Maintains and tracks the chain of custody to ensure the data is handled properly. Assesses the case needs and defines the approach of the collection, processing, review and production of ESI (electronic stored information) and identifies the solutions applied. Provides lead and direction to eDLS Specialists on the case for services and additional solutions as needed.
- 15%** Provides eDiscovery consultation to DOJ legal staff and client agencies on the most complex and difficult data collection projects. Act as main contact between eDLS and various stakeholders. As a SME, will consult and guide legal staff at all levels in the preparation of ESI production agreements, stipulations, subpoenas, search warrants, and requests for production following current ESI litigation trends and caselaw.
- 10%** 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; keep current on case law relating to eDiscovery litigation.
- 5%** May provide declarations or testimony for depositions to validate the integrity of data, the method of collection and safeguarding, and the approach to filtering, searching and analyzing the data.
- 5%** Provides training to legal staff and eDLS Specialists on eDiscovery and litigation support programs.

---

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date