

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
eDISCOVERY & LITIGATION SERVICES (eDLS)
DUTY STATEMENT**

NAME:

POSITION: 420-049-5333-

CLASSIFICATION: Senior Legal Analyst

WORKING TITLE: Senior eDiscovery Specialist

STATEMENT OF DUTIES: Under the direct supervision of the Supervisor I, the Senior eDiscovery Specialist performs a broad range of tasks in connection with complex journey analytical paralegal duties associated with litigation handled by eDiscovery & Litigation Services (eDLS). The Senior eDiscovery Specialist is responsible for consultative services to legal teams relating to planning, design, development, application and implementation of technology and database systems such as Relativity, CaseMap, TextMap, TimeMap, Trial Director, LAW, and SFTP (Secure File Transfer Protocol) accounts. The Senior eDiscovery Specialist will address the identification, collection, processing, review, analysis, and production of evidence in administrative, investigation and litigation matters. The Senior eDiscovery Specialist works with substantial independence and a high degree of responsibility and initiative while under minimal supervision.

SUPERVISION RECEIVED: Day-to-day supervision, training, direction, workload assignments and evaluation by the Supervisor 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 Senior eDiscovery Specialist performs the more varied and complex journey analytical paralegal work related to litigation and legal technology including electronic data processing, document management software, trial presentation technology, knowledge management systems and other law practice software. Complex cases and analytical work are cases involving multi-state agencies and federal agencies. The incumbent must be knowledgeable in state and federal eDiscovery rules, ESI management, civil and criminal procedures, legal research, legal jurisdictions, legal procedures, case management, trial presentation theories. Duties include but are not limited to:

50% Under minimal supervision and with substantial independence, consults with attorneys on all aspects of eDiscovery from identification, preservation, collection, and document review to production. Assists attorneys to create concepts and strategize on data collection methods. The incumbent organizes the data and consults with legal team as to strategies to search, filter, review and data production. Consults with client agencies or targets to create a data map of the networks and servers to identify relevant data for collection. Maintains and tracks the chain of custody to ensure the data is handled properly.

- 15%** Consult with legal staff in the preparation of ESI subpoenas and search warrants. 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, Case Map, Text Map, Time Map and Trial Director
- 15%** Process source data to upload, import and export to and from Litigation Support's review platforms and perform quality control analysis. Converting e-mail and hard drive productions into litigation support image-enabled databases. Provide error identification and research solutions in the processing environment.
- 10%** Trains section staff on litigation support procedures and equipment including scanning documents and copying CD/DVD's. Assist 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.
- 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%** 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.

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's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
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 Supervisor I. This includes day-to-day supervision, training, direction, workload assignments and evaluation by the Supervisor 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 Supervisor 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 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's Signature

Date

Supervisor's Signature

Date

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

NAME:

POSITION: 420-049-1820-xxx

CLASSIFICATION: Legal Assistant

WORKING TITLE: eDiscovery Associate

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

SUPERVISION RECEIVED: Under the immediate direction of the Supervisor I. This includes day-to-day supervision, training, direction, workload assignments and evaluation. 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: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work. However, some litigation projects may require considerable overtime. Some travel is required.

ESSENTIAL FUNCTIONS:

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

- 45%** Prepare and track source data to process, upload, import, and export to and from eDLS' review platforms. Perform quality control and maintain documentation of workflow. Converts e-mail and hard drive productions into litigation support image-enabled databases.

- 20%** Under the direction of the Supervisor I, work with attorney and paralegal team as well as client agency staff to discuss and review routine procedures for managing electronic data in litigation. This may include database support to manage electronic data, especially projects involving litigation teams and/or other governmental entities, which are collaborators with California Attorney General's Office. Aid legal teams in the identification, preservations, collection, processing, review, and production of electronic data. Aid in pre-trial preparation of electronic data and trial presentation software.

- 20%** Assist with the training of DOJ staff on litigation support procedures and equipment including scanning documents and copying CD/DVD's. Assist 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%** Assist the eDLS team with 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, CaseMap, TextMap, TimeMap and TrialDirector.

- 5%** Keep current on best practices and current technology trends by attending trainings, meetings, seminars, and demonstrations that relate to eDiscovery and litigation support technology; keep current on case law relating to eDiscovery litigation.

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