

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

NAME: Vacant

POSITION NUMBER: 420-049-4800-XXX

JOB TITLE: Analyst III

WORKING TITLE: Lead eDiscovery Specialist

STATEMENT OF DUTIES: Under general direction of the Supervisor I, the Analyst III, also called the Lead eDiscovery Specialist, serves as an advanced journey level analyst of eDiscovery and litigation support, a senior consultant for eDLS to DOJ legal teams. The Lead eDiscovery 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 Lead eDiscovery Specialist will research, test and develop additional solutions, have advanced expertise 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.

The Analyst III has advanced expertise of eDLS programs and possess advanced strategic thinking abilities to analyze situations, identify opportunities and risks, and execute solutions that align with eDLS. The Analyst III is responsible for communicating effectively through relaying or receiving information, while maintaining positive relationships with colleagues, customers, and staff at all levels, including executive management.

SUPERVISION RECEIVED: Under general direction of the Supervisor I of the eDiscovery & Litigation Services Section. May receive direction from the Supervisor II or Manager II.

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%** As a lead eDiscovery Specialist, has authority over the more complex, difficult, sensitive and high-profile projects or cases assigned to them. Identifies project goals, needs, and scope; research, define and recommend resolutions through planning, monitoring, and

documenting tasks throughout the project; coordinates with other eDiscovery Specialists working the cases to ensure all tasks, deliverables, and materials are executed correctly and on time; communicates effectively with clients, the eDLS team, and eDLS management if there is any unanticipated expansion of project requirements or deliverables, updates, timeline changes, or issues that need to be addressed. Oversee work of various projects in conjunction with other eDLS units and works with multiple legal stakeholders and divisions on projects critical to DOJ's mission.

- 30%** As an advanced journey level analyst, independently 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 processed appropriately based on department and legal guidelines. Assesses case needs and defines the approach of the collection, processing, review and production of electronic stored information (ESI) and identifies solutions. Serves as a lead and provides direction to eDLS Specialists on identifying the case for services and additional solutions as needed.
- 15%** Provides eDiscovery consultation to DOJ legal staff and client agencies on the more complex and difficult data collection projects. Act as main contact between eDLS and various stakeholders. As an advanced journey level analyst, 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