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

NAME: Vacant
POSITION NUMBER: 420-049-4800-xxx
JOB TITLE: Supervisor I
WORKING TITLE: eDiscovery Manager

STATEMENT OF DUTIES: The Supervisor I is responsible for the daily management of the section's eDiscovery support professionals, including the intake, assignment and review of litigation-related casework. Consults with attorneys in determining which solutions will work most efficiently and effectively for their specific case needs. The Supervisor I will be processing native data into load files for litigation support software. The Supervisor I must be knowledgeable in a wide-range of litigation support practices, including 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 Supervisor I should be familiar with both civil and criminal litigation discovery procedures, electronic evidence and discovery, complex litigation, legal document titles and functions, legal research tools and methods, and litigation case management.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II or administrative direction of the Manager II in the eDiscovery & Litigation Services (eDLS) Section.

SUPERVISION EXERCISED: The incumbent will supervise approximately 3-5 professional-level staff in Analyst I, Analyst II, Senior Legal Analyst, Legal Analyst, Legal Assistant, and Information Technology Associate classifications, as well as Seasonal Clerks, Student Assistants and Retired Annuitants.

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.

ESSENTIAL FUNCTIONS:

25% Manages the daily workload of the section's eDiscovery support professionals. These activities include the case intake, assignment, and review of eDLS professional's workload to ensure litigation standards and best practices for electronic discovery, database design, and document production are followed. Oversees eDLS professional's projects for efficiency and effectiveness and provides recommendations for improvement.

25% Manages cases with the Legal Teams from inception of the case through trial. Consults with attorneys in determining which solutions will work most efficiently and effectively for their specific case needs. Analyzes the litigation and trial preparation needs for organizing, archiving, managing, and retrieving voluminous sets of documents. Designs and develops document management and information management databases using a variety of software products for review and production of discovery and exhibits.

25% Processes source data to ingest and export to and from eDLS' review platforms and performs quality control analysis. Converts e-mail and native electronic data into eDiscovery supported formats as required by eDiscovery rules, court and case law. Provides error identification and solutions in the processing environment and applies or coordinates with the technical team for resolution.

10% Serves as a subject matter expert to the legal divisions, user group meetings, or other outside groups. Researches and stays informed on new case law relating to issues important to the litigation support industry including electronic discovery and evolving technologies. Provides necessary outreach to the legal divisions when warranted.

10% Performs general administrative duties, including probation or annual appraisal preparation, staff development, participation in the section's hiring process, and may act in the absence of the Supervisor II.

5% Researches legal technology trends in the litigation support industry and analyzes various products and services to recommend potential solutions to existing problems or bring forward potential business opportunities. Keeps informed on case law relating to issues important to the litigation support industry.

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 Name	Date	Supervisor's Name	Date
Employee's Signature	Date	Supervisor's Signature	Date