Analyst II (Sr. eDLS Public Specialist)
Updated: 1/2026

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

NAME:
POSITION: 420-049-5393-xxx
CLASSIFICATION: Analyst II
WORKING TITLE: Senior eDLS Public Specialist

STATEMENT OF DUTIES: Under the direct supervision of the Supervisor I, the eDLS Public Specialist performs a broad range of tasks in connection with complex journey analytical duties associated with public records requests, administrative records, and confidential investigations handled by eDiscovery & Litigation Services (eDLS). The eDLS Public Specialist is responsible for consulting with the legal and executive teams and managing their case/project utilizing database systems such as Relativity, CaseMap, TextMap, TimeMap, Trial Director, LAW, and SFTP (Secure File Transfer Protocol) accounts. The incumbent will address the identification, collection, processing, review, analysis, and production of data in public records requests, administrative and investigation matters. The eDLS Public 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 may be oversight of direction from the legal or executive teams whose matters are being handled by the incumbent.

SUPERVISION EXERCISED: None

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. 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 projects may require considerable overtime. Some travel is required.

ESSENTIAL FUNCTIONS: The eDLS Public Specialist performs the more varied and complex journey analytical work related to public records requests, administrative records and confidential investigations utilizing eDiscovery technology including electronic data processing, document management software, knowledge management systems and other law practice software. Complex matter and analytical work on matters involving multi-state agencies and federal agencies. The incumbent must be knowledgeable in state and federal eDiscovery rules, ESI management, civil and criminal procedures, ESI research, legal jurisdictions, legal procedures, and case management. Duties include but are not limited to:

50% Under minimal supervision and with substantial independence, consults with legal and executive teams on all aspects of eDiscovery from identification, preservation, collection, and document review to production. Assists legal and executive teams to create concepts and strategize on data collection methods. The incumbent organizes the data and consults with the teams 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.

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20% Process source data to upload, import and export to and from eDLS' 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% Consult with legal and executive 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.

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.

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

Analyst I (eDLS Public Specialist)
Updated: 1/2026

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

NAME:
POSITION: 420-049-5157-xxx
CLASSIFICATION: Analyst I
WORKING TITLE: eDLS Public Specialist

STATEMENT OF DUTIES: Under the direct supervision of the Supervisor I, the eDLS Public Specialist performs a broad range of tasks in connection with journey analytical duties associated with public records requests, administrative records, and confidential investigations handled by eDiscovery & Litigation Services (eDLS). The eDLS Public Specialist is responsible for working with the legal and executive teams and managing their case/project utilizing database systems such as Relativity, CaseMap, TextMap, TimeMap, Trial Director, LAW, and SFTP (Secure File Transfer Protocol) accounts. The incumbent will address the identification, collection, processing, review, analysis, and production of data in public records requests, administrative and investigation matters. The eDLS Public Specialist works with 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 may be oversight of direction from the legal or executive teams whose matters are being handled by the incumbent.

SUPERVISION EXERCISED: None

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. 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 projects may require considerable overtime. Some travel is required.

ESSENTIAL FUNCTIONS: The eDLS Public Specialist performs journey analytical work related to public records requests, administrative records and confidential investigations utilizing eDiscovery technology including electronic data processing, document management software, knowledge management systems and other law practice software. Analytical work on matters involving multi-state agencies and federal agencies. The incumbent must be knowledgeable in state and federal eDiscovery rules, ESI management, civil and criminal procedures, ESI research, legal jurisdictions, legal procedures, and case management. Duties include but are not limited to:

45% Under direct supervision, works with legal and executive teams on all aspects of eDiscovery from identification, preservation, collection, and document review to production. Supports legal and executive teams to create concepts and strategize on data collection methods. The incumbent organizes the data and meets with the teams to develop strategies to search, filter, review, and provide data production. Works with the legal teams and 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.

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25% Process source data to upload, import and export to and from eDLS' 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.

15% 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.

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.

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