

Job Description:

NATURE OF WORK:

Manage and organize electronically received and stored ESI (e-discovery). Be proficient in the process and evolving technology requirements while maintaining the integrity and authenticity of the received digital data.

Monitor and manage the current database to assist the defense team in reviewing and analyzing relevant information.

Apply combined legal knowledge and technology skills to assist attorneys through all phases of the discovery process. Identify, locate, preserve, collect, prepare, review information or materials for the purpose of producing/obtaining evidence for use in cases.

Determine the priorities of e-discovery received and incorporate a workflow design that supports continuous litigation support, enabling attorneys to be more effective in their representation of the client.

Integrate successful ESI-litigation support by working with County computer systems administrators and other e-discovery producing agencies.

Provide e-discovery to clients in various media forms. May include incarcerated clients. Knowledge of required documentation and understanding of chain of custody principles.

May include testimonies in court upon request of the attorney to verify data received or the complexity of data.

Prepare and catalog trial exhibits for Trials by reviewing the e-discovery and determining the correct media format to provide the Courts to ensure compliance with the court rules, policies pursuant to State statutes.

Maintain and order all digital data media required to meet supply and demand of the e-discovery process.

Working knowledge and support of JusticeText software.

Foster and support new technologies. Meet and partner with new businesses on offered products and advise the elected official on any departmental technology deficiencies.

DESIRABLE TRAINING AND EXPERIENCE:

Minimum 5 years of experience as a legal assistant with proven knowledge of civil and criminal discovery rules and procedures. Minimum 5 years of experience in additional technical experience; requires working knowledge of all computer software, computer hardware capabilities, proper data transfers and external hard drive equipment. Additional expertise in android, iphone and home security footage/data is a plus.

Preferred experience in law enforcement body cam digital discovery/docking protocols and law enforcement software and installation of setup methodologies. Desirable experience in Dropbox cloud storage and operations.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Detailed knowledge of:

Managing all electronic documents shared between parties during the discovery process of a legal proceeding. Serve as a liaison between legal team, IT personnel and other legal professionals.

Ability to:

Apply senior level legal knowledge and additional technical training and abilities to successfully produce required results.