JOB DESCRIPTION

Job Title: Litigation Support Analyst
Department: Litigation Management and Support
Reports to: Litigation Technology Support Manager
Status: Non-Exempt
Date: August 2006
Job Code: NY LSA

JOB SUMMARY

Provides litigation technology support to the legal team, including database management; data manipulation and conversion; e-discovery, imaging and trial technology project management; selection of appropriate software, ASPs or vendors; assistance with electronic document productions; hearing, deposition and trial support; training; and data troubleshooting. This position is under the direction of the Litigation Technology Specialists and delegates work to the Litigation Support Technicians.

PRIMARY TASKS

1. Case Technology Support:
   - Work with case teams and Litigation Technology Specialists to assess and support technology needs throughout all stages of the litigation or government investigation process.
   - Responsible for the hands-on technical aspects of document organization and control, including electronic discovery and scanned document productions. Coordinate with Litigation Technology Specialists and case teams to select, communicate with and manage outside vendors for electronic discovery and imaging projects. Work with Specialists and vendors to prepare project design manuals and coding manuals. Contact for service and support issues with scanning, e-discovery, and trial support vendors.
   - Manage litigation databases, including design, creation, and maintenance. Oversee data acquisition and delivery to vendors, verify data integrity, import images, data and transcripts into databases, export data, correct errors, reformat and convert data, and design forms and reports. Oversee data loading, formatting and delivery by Litigation Support Technicians. Troubleshoot and recommend technical solutions.
   - Maintain accurate records of data received and stored.
   - Communicate, correspond and interact with clients and outside entities, such as government agencies, vendors, corporations, and other law firms to gather information or data.

2. Off-Site and Case Presentation Support:
   - Provide technical support to trial teams: prepare and troubleshoot presentation databases, applications, and equipment for use at trial and in war rooms; provide on-site support; operate presentation software and hardware during trial as needed; and assist with video
clip creation, exhibit annotation, and PowerPoint presentations or other demonstrative exhibits and chalks.

- Consult with Specialist and case teams to identify case, courtroom and mobile technology needs, including audio-visual equipment and presentation software options. Coordinate with vendors or trial support consultants for video digitization and scanning services, courtroom equipment rental and setup for local and out of state trials, and trial presentation services as needed.
- Configure laptops and external hard drives with databases for use at depositions, trial, ADR, or client meetings.

3. Training: Provide one-on-one or case team training on the litigation technology applications and courtroom technology as needed. Teach litigation technology classes in the Technology University and paralegal training programs.

4. Department Projects: Assist with researching, evaluating, recommending and maintaining litigation support equipment and software. Assist with the configuration, testing and distribution of new or upgraded litigation applications. Assist with the installation of non-standard litigation support applications as needed. Additional projects as directed by the Director of Litigation Management and Practice Support, Litigation Technology Support Manager, or the Litigation Technology Specialists.

5. Department Administration: Prepare annual goals, monthly status reports, weekly activity reports, and attend bi-weekly team meetings. Provide input for the annual litigation technology budget and content for the Litigation Technology Support home page.

6. Billable Hours: Responsible for working on client-related projects and billing a minimum of 1200 hours per year.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Bachelors degree and two to five years of litigation support experience necessary. Litigation paralegal experience desirable. Knowledge of MS Access, Visual Basic, XML, or SQL programming a plus.

- Experience with litigation-related applications (e.g., Introspect, LiveNote, CaseMap, Concordance, Sanction, LAW, Z-Print, vendor ASPs, Summation, or DB/Textworks) and database administration required. A general understanding of PC hardware, peripherals, and network organization necessary.

- A working knowledge of the litigation process and a strong understanding of the use of technology to support litigation efforts with an emphasis on discovery, document productions (including electronic data), electronic document management, coding and scanning procedures, and trial procedures. Understand file and network directory attributes.

- Strong customer service, organization, project management, documentation, and written and verbal communication skills required.

- Understanding of and experience using electronic court filing systems (CM/ECF).
ESSENTIAL CAPABILITIES

♦ Ability to interact effectively and professionally with all levels of personnel, including attorneys, legal assistants and technical support personnel.
♦ Ability to be a proactive, self-starter, who understands the details within a much larger context.
♦ Ability to learn new skills as technology changes.
♦ Must be flexible in order to respond quickly and positively to shifting demands and opportunities; ability to work under tight deadlines and handle multiple, detailed tasks; ability to anticipate when help will be needed from others in the department or firm.
♦ Must be team-oriented and able to share information, goals and opportunities.
♦ Ability to plan, organize, prioritize, and carry out multiple related activities.
♦ Ability to travel, often on short notice.
♦ Ability to work in a multi-office environment.
♦ Ability to work effectively in a culturally and educationally diverse environment.
♦ Must pay attention to details and have the ability to follow up and follow through.

WORKING CONDITIONS

Normal office environment. Incumbent is expected to work the hours necessary to fulfill the responsibilities of the position. Candidate must be willing and able to handle frequent overtime during busy periods of the year.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.