



Legal Recruitment

**Division of Administration
Information Technology Bureau
Practice Technologies Group
E-Discovery Document Review Manager
New York City or Troy
Reference No. DOA_IT/PTG_NYC_TROY_6114**

The Information Technology (IT) Bureau in the New York State Office of the Attorney General is seeking an attorney to serve as an E-Discovery Document Review Manager (EDDRM) in the Practice Technologies Group ("PTG"). The EDDRM will play an integral role within the PTG which is responsible for providing litigation support services including e-discovery, document review, and consulting on document collection and review. The position reports to the Section Chief for E-Discovery and will be located in either the New York City or the Troy, New York office.

EDDRM duties and responsibilities include but are not limited to the following:

- Managing all aspects of legal discovery document review and production for OAG e-discovery matters as the team lead and subject matter expert in review platforms including Relativity and NexLP;
- Liaising regularly with attorneys, legal support staff, PTG staff, review attorneys, IT, Budget and Executive on current and prospective projects;
- Building and supervising review teams including overseeing team quality and productivity; coordinating with vendors regarding staffing needs and technical specifications, coaching low-performing contract attorneys; conducting daily briefings with reviewers to resolve issues; providing consulting services, training and end user support to attorneys, legal support staff and client agencies; and ensuring projects remain on track;
- Preparing project estimates, budgets, schedules and regular status reports as well as other written process and training



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Investigators

**Other Professional &
Legal Support Positions**

Law Students

**Undergraduate &
Graduate Students**

- documentation for use by colleagues and end users;
- Developing and implementing quality protocols to ensure final quality control checks on deliverables prior to production and vendor deliverables to confirm accuracy and compliance with project specifications and instructions;
- Participating in the IT and custodian interview process to support preservation and collection efforts and the “Meet & Confer” process;
- Maintaining and expanding technical proficiencies as well as following developments in e-discovery and litigation technology processes and methodologies; and,
- Periodic travel within New York State to the OAG’s regional offices and the availability to provide after-hours support.

Candidates will possess the following qualifications and experience:

- Juris Doctorate/JD Degree from an ABA accredited law school;
- Active New York State Bar admission status, must be in good standing—candidates admitted to practice in other jurisdictions may be considered;
- Demonstrated experience with legal document review and a working knowledge of proper e-discovery procedures including an understanding of data collection and computer forensics, chain of custody, processing, imaging, coding, review, and production;
- Proficiency with one or more e-discovery “Document Review Platforms” (i.e. Relativity, Concordance, etc.) including managing document reviews (e.g., running searches, conducting quality control, or training reviewers);
- Knowledge of and experience using Microsoft Outlook, Microsoft Access, Microsoft Excel and Adobe Acrobat;
- Customer and team-focused with the ability to effectively communicate and liaise with staff at all levels;
- Strong analytical, writing and presentation skills;
- Excellent project management skills, including experience in developing management reports, processes, and systems that predict timely results within budget;
- Prior experience supervising staff and managing e-discovery teams is preferred; and
- Completion of Relativity Certifications and/or Certified Specialist in E-Discovery (CEDS) (or equivalent) is preferred.

OAG employees serve more than 19.85 million state residents through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the OAG, you will join a team of dedicated individuals

Fellowship & Volunteer Attorney Opportunities

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.



who work to serve the people of our State.

How To Apply

Applications are being received online. To apply, please click on this link: [DOA_IT/PTG_NYC_TROY_6114](#); applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#)
- You may address to Legal Recruitment
- Indicate your location preference, either New York City or Troy, NY
- [Resume](#)
- List of three (3) [references](#) with contact information and email addresses
- [Writing Sample](#)

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov





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