

**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**

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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 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 who work to serve the people of our State.

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## 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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)