

Legal Recruitment

**Division of Administration
Practice Technologies Group– Albany
Assistant Director of eDiscovery
Reference No. PTG_ALB_AD_6265**

Application Deadline is April 28, 2023

The Practice Technologies Group (PTG) in the Office of the New York State Attorney General (OAG) is seeking an experienced professional with a background in litigation and eDiscovery support services to serve as Assistant Director. The Assistant Director position is located in Albany, NY and reports to the Director of eDiscovery.

The duties of the Assistant Director will include but are not limited to the following:

- Overseeing all aspects of litigation support and eDiscovery to ensure proper coordination of activities and resources to deliver projects on time and within budget;
- Collaborating with the PTG team to implement efficient workflows, proactively identify and mitigate risk, apply quality control and address technical challenges;
- Providing input into strategic initiatives, budgeting and portfolio management, including investigating and evaluating software and hardware needs and identifying opportunities for process improvement and streamlining;
- Establishing consultative relationships with OAG stakeholders such as executive leadership, division heads and bureau chiefs to ensure their eDiscovery requirements are being met;
- Developing ongoing training and continuing education opportunities for the PTG team, including developing and delivering CLE trainings;
- Serving as a subject matter expert on the legal rules regarding preservation, collection, review and production; and



OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

Attorneys

Investigators

**Other Professional &
Legal Support Positions**

Law Students

**Undergraduate &
Graduate Students**

**Fellowship & Volunteer
Attorney Opportunities**

- Remaining current on industry news, regulations, best practices and other updates through training, certification and networking.

Qualifications for the Assistant Director position are as follows:

- At least five (5) years of relevant professional experience in a litigation support, eDiscovery and/or a technology support environment, preferably with a law firm or top eDiscovery vendor;
- Demonstrated knowledge/experience with legal document review and proper e-discovery procedures;
- A deep understanding of the litigation lifecycle and electronic discovery/document review processes, procedures and best practices;
- Prior experience supervising, mentoring and coaching attorneys and managing eDiscovery teams;
- Strong analytical, writing and presentation skills;
- Highly organized, with excellent project management skills, including experience in developing reports, processes and systems that predict consistent and timely results within budget;
- Customer and team-focused with the ability to effectively communicate and liaise with staff at all levels;
- Proficiency with legal analysis of privilege redaction and logging issues;
- Proficiency with one or more e-discovery “Document Review Platforms” (i.e., Relativity, Concordance, etc.) including running searches, conducting quality control and training reviewers;
- Proficiency with Microsoft Outlook, Microsoft Access, Microsoft Excel and Adobe Acrobat; and
- Availability for periodic travel within New York State is required.

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



Preferred Qualifications for the Assistant Director position are as follows:

- Prior, relevant government work experience, particularly in New York;
- Trial experience is a plus;
- Experience with the NYS procurement process;
- Completion of Relativity Certifications and/or Certified Specialist in E-Discovery (CEDS) (or equivalent) is preferred.

The salary for this position is \$119,208. As an employee of the OAG, you will join a team of dedicated individuals

who work to serve the people of our State 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. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

How To Apply

Applications must be submitted online. To apply, please click on the following link: [PTG ALB AD 6265](#).

To ensure consideration, applications must be received by close of business on April 28, 2023.

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

- **Cover Letter**
 - You may address to Legal Recruitment.
 - Indicate why you are interested in this position and what makes you a strong candidate.
- **Resume**
- **Writing Sample**
- **List of three (3) [references](#)**
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or 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: www.ag.ny.gov

