Division of Administration
Practice Technologies Group
E-Discovery Document Review Specialist – Albany or New York City
Reference No. PTG_EDDRS_6332

Application Deadline is August 16, 2024
Staff Document Review Attorney Opportunities

The Practice Technologies Group (PTG) in the Office of the New York State Attorney General is seeking attorneys with expertise in using Relativity, a leading e-Discovery software platform, to serve as E-Discovery Document Review Specialists (EDDRS). The EDDRS will play an integral role within the PTG which is responsible for providing the OAG with litigation support services including e-discovery, document review, and consulting on document collection and review. The position reports to the Manager of Case Consulting and will be located in either Albany or New York City.

Duties:
- Conduct thorough and timely document review using the Relativity platform, ensuring accuracy and compliance with legal requirements.
- Collaborate with legal teams to develop review protocols tailored to specific case requirements.
- Identify and categorize relevant documents based on specified criteria, including privilege, responsiveness, and key issues.
- Perform quality control (QC) checks on reviewed documents to verify accuracy and consistency in coding and categorization.
- Execute redactions as required, ensuring the confidentiality of privileged information is appropriately protected.
- Conduct searches within the Relativity platform to retrieve documents meeting specific criteria and parameters.
- Generate and analyze reports to provide insights into document review progress, trends, and potential areas of focus.
- Apply legal judgment and expertise to evaluate the significance and relevance of documents within the context of ongoing litigation or regulatory matters.
- Assist in the preparation of privilege logs, document summaries, and other relevant documentation.
- Communicate effectively with team members to provide updates on document review progress, escalate issues, and ensure alignment with project timelines.
- Stay informed about industry best practices and advancements in e-discovery technology, contributing insights to enhance review processes, and efficiency.

Qualifications:
- Juris Doctorate/JD Degree from an ABA accredited law school.
- Active New York State Bar admission status, applicants must be in good standing—candidates admitted to practice in other jurisdictions may be considered.
- Prior work experience with Relativity or similar e-discovery platforms.
- Strong understanding of legal principles and procedures, particularly in the context of litigation.
- Excellent analytical, written, and verbal communication skills and a high attention to detail.
- Organized with effective time management, multi-tasking, and prioritization skills.
- Collaborative with the ability to work well independently or as a member of a team.
- Ability to handle and maintain confidential information requiring sensitivity and discretion.

Preferred Qualifications:
- Previous experience working as a document review attorney in a law firm or corporate legal department.
- Familiarity with the advanced features and functionalities of Relativity, such as analytics and predictive coding.

- Prior complex litigation and/or regulatory investigations experience involving large volumes of electronic data.
- Certification or training in e-discovery or related areas.
- Experience as a team lead or similar position helping to manage the work of other reviewers.
- Experience in other e-discovery platforms, particularly RevealAI.

The salary for this position is $63,160 + $3,400 in location pay (NYC location only). 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.

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

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: **PTG_EDDRS_6332**

To ensure consideration, applications must be received by close of business on August 16, 2024.

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

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Please specify your location preference: either Albany or New York City.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that 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