



Administration Division
Practice Technologies Group – Albany
e-Discovery Support Specialist
Reference No. PTG_ALB_EDSS_6392

Application Deadline is July 11, 2025

The [Practice Technologies Group](#) (PTG) in the Office of the New York State Attorney General is seeking a motivated professional with experience supporting and managing e-discovery projects, to serve as an e-Discovery Support Specialist. The PTG is responsible for providing OAG with litigation support services including e-discovery, document review, and consulting on document collection and review. The e-Discovery Support Specialist will serve as an e-discovery platform expert and consultant for case teams, as well as create documentation, presentations, and product demonstrations to teach case teams about the e-discovery platform functionality. This position reports to the Litigation Support Manager and is in Albany.

Duties:

- Assist the Litigation Support Manager with understanding project needs and developing and executing plans and strategies to address client needs and support case teams, including developing workflows for various case needs.
- Review instructions for completeness, confer with case team or manager as needed, and execute document loads and productions.
- Guide and/or manage data exchange with case teams while adhering to and documenting the path to completion.
- Prepare review platform for efficient e-discovery by proactively anticipating case/user specific needs.
- Assess, manage, and respond to customer inquiries regarding e-discovery platform workflows and provide technical support and troubleshooting assistance as needed.
- Design and complete group trainings regarding the various facets of engaging PTG and leveraging the review platform.
- Develop and maintain an expert knowledge of the e-discovery platform through individual study and remaining current on product enhancements, added features, and industry trends.

Qualifications:

- A minimum of two (2) years of relevant work experience.
- Prior work experience in e-discovery, litigation support, review project management, corporate legal departments, and/or time spent working as an attorney or paralegal.
- Prior work experience with Relativity or similar e-discovery platforms.
- Excellent verbal and written communication skills, including accessibly communicating technical concepts and information to a range of audiences.
- Interpersonal, relationship management, and general presentation skills to support successful customer interactions.
- Highly organized and consistent, must be able to self-prioritize and sequence work assignments to provide quality deliverables on time.
- Sound judgement with effective problem solving and troubleshooting skills, must be capable of making independent decisions to address customer requests and keep projects moving forward.
- Collaborative with the ability to work well independently or as a member of a team.
- Readily assimilates and integrates new information, particularly when learning new software applications, is receptive to feedback, and has a continuous improvement mindset about their work and professional development.

Preferred Skills/Experience:

- Project or review management experience.
- Certification or training in e-discovery or related areas.
- Familiarity with the advanced features and functionalities of Relativity, such as analytics and technology assisted review (TAR).
- Experience with other e-discovery platforms.
- An understanding of database design and management, data processing, and document review requirements.
- An understanding of legal principles and procedures, particularly in the context of litigation.
- Experience developing and delivering trainings.

The salary for this position is \$60,411. As an employee of 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, 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 ALB EDSS 6392](#)

To ensure consideration, applications must be received by close of business on July 11, 2025.

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.
 - 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 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.
- **Reference List**
 - Submit a list of three (3) 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 OAG, 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 OAG, please visit our website: ag.ny.gov