



**Administration Division**  
**Discovery Services—Latham (Albany Area)**  
**E-Discovery Document Review Specialist**  
**Reference No. DS\_LAT\_EDDRS\_6455**

**Application Deadline is September 4, 2026**  
**Staff Document Review Attorney Opportunity**

The [Discovery Services](#) (DS) in the Office of the New York State Attorney General (OAG) is seeking an attorney to serve as an E-Discovery Document Review Specialist (EDDRS). The EDDRS will support OAG's cases through document review projects for the purpose of production, incoming production analysis, deposition preparation projects, and other eDiscovery tasks. The position reports to the Manager of Case Consulting.

**Duties:**

- Review volumes of electronic documents using eDiscovery tools, primarily Relativity, for responsiveness, privilege, confidentiality, and issue cataloging. Apply legal judgment and expertise to evaluate documents within the context of ongoing litigation or regulatory matters.
- Apply redactions as required, ensuring that privileged information and personal privacy is appropriately protected.
- Perform quality control checks on reviewed documents to verify accuracy and consistency in coding.
- Handle administrative functions to facilitate the effective management of contract attorneys including timesheet reconciliations, monitoring the pace of reviews, and quality checking the results.
- Communicate effectively with team members to provide updates on review progress, escalate issues, and ensure alignment with project objectives and timelines.
- Collaborate with legal teams to develop review protocols tailored to specific case requirements. Summarize documents, fact chronologies, or issue summaries based on review results.
- Stay informed about eDiscovery best practices and advancements in technology.

**Qualifications:**

- Juris Doctorate/JD degree from an ABA accredited law school.
- Active New York State Bar admission status, applicants must be in good standing; applicants admitted to practice in other jurisdictions may be considered.
- Prior work experience with Relativity or similar e-discovery platforms.
- Excellent written and verbal communication skills and 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 Skills/Experience:**

- Previous experience working as a document review attorney in a law firm or corporate legal department.
- An understanding of the phases of the electronic discovery reference model.
- Proficiency with Microsoft Office tools, especially Excel.
- Experience managing document review teams.
- Experience in other e-discovery platforms.
- Expertise using and searching within the Relativity platform.

**The salary for this position is \$65,055.** 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.

The OAG cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by OAG. It is incumbent upon employees to maintain work authorization for the duration of their employment with OAG. The OAG does not participate in E-Verify for work authorization purposes.

*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: [\*\*DS LAT EDDRS 6455\*\*](#)

**To ensure consideration, applications must be received by close of business on September 4, 2026.**

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.

**The OAG provides reasonable accommodations for applicants with disabilities. 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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

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