Administration Division
Discovery Services—New York City or Latham (Albany area)
E-Discovery Document Review Manager
Reference No. DS_EDDRM_6468

Application Deadline is December 4, 2026
Document Review Attorney Management Opportunity

Discovery Services in the Office of the New York State Attorney General (OAG) is seeking an attorney to serve as an E-Discovery Document Review Manager (EDDRM). The EDDRM will play an integral role within Discovery Services 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 Manager of Case Consulting and will be located in either the New York City or Latham office.

Duties:

- Advise case teams regarding discovery best practices and obligations;
- Managing aspects of legal discovery document review for OAG e-discovery matters as team lead;
- Develop review workflows for inbound and outgoing discovery exchanges;
- Liaising with review attorneys, Assistant Attorneys General, IT staff, legal support staff, and staffing vendor(s) on current and prospective projects;
- Building and supervising review teams including overseeing team quality and productivity; coaching low-performing contract attorneys; conducting 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 and within budget;
- Preparing schedules and regular status reports;
- Ensuring quality on deliverables prior to production; and
- Maintaining and expanding technical proficiencies as well as following developments in e-discovery and litigation technology processes and methodologies.

Qualifications:

- 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;
- 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/or training reviewers;
- Knowledge of and experience using Microsoft Outlook, 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 also preferred.

The salary for this position is $86,686 plus $4,150 in location pay (New York City location only). 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_EDDRM_6468**

To ensure consideration, applications must be received by close of business on December 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.
  - Please indicate your location preference: New York City or Latham.
  - 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 or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov