



Litigation Support Manager

Under general direction, the Litigation Support Manager Job entails supporting firm attorneys and paralegals by utilizing current litigation support techniques, software, and equipment and provides complex legal support and technical assistance. The candidate will possess ample legal expertise to know the various litigation processes, rules of evidence, and court proceedings to utilize the technology that will support trial groups in an effective and efficient manner.

JOB RESPONSIBILITIES

Responsibilities include, but are not limited to:

Coordinating the conversion, processing, loading and exporting of data and images to and from litigation support systems.

Administrating complex databases, conducting complex searches, coordinating electronic document reviews with attorneys and facilitating productions to external parties.

Management of the copy center team and output

Reporting of activity and resource requirements for processing

EXPERIENCE/SKILLS

Hands-on experience with Concordance administration and performing such tasks as conducting complex searches, tagging documents, redacting images, using CPLs, etc.

Practical knowledge with other litigation support applications such as LAW, IPRO, CaseMap, and Relativity.

Experience in troubleshooting technical issues and providing quality review of incoming and outgoing productions.

Strong customer service/collaboration skills and be able to communicate clearly in a verbal and written form.

Must be able to organize workload, prioritize important tasks and know how to work under pressing deadlines.

Experience training others on litigation support software.

EDUCATION /QUALIFICATIONS

Bachelor's degree in computer/technical field or equivalent combination of education and/or experience required. Two years or more of relevant experience in a legal environment and a solid understanding of litigation support and the document review process.