

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

Discovery and Litigation Support Specialist Litigation Division

Primary responsibilities include consultative discovery services and technical litigation assistance to legal teams on litigation support systems and discovery processes, and administration of the Indiana Office of the Attorney General (INOAG) e-discovery software. Reports to the Section Chief of Government Litigation.

Responsibilities:

- Assist legal teams in the use of litigation support tools for their preparation of cases and for trial. Acts as liaison between legal teams and the IT Department.
- Work with legal teams in developing discovery plans and assist with data identification, collection, process, review, analysis, and production of electronic evidence in litigation.
- Ensuring e-discovery processes and policies are current, defensible, efficient, and consistent with ethical duties for attorneys whose practice involves electronic discovery.
- Coordinating litigation support for electronic discovery, providing training on e-discovery tools and software to attorneys and support staff, and collaborating with attorneys and support staff on electronic case preparation and management.
- Create, import, load, support and maintain image-based and electronic-native litigation databases. The databases are distributed to attorneys and paralegals in a variety of litigation support software including Everlaw, Concordance, CaseMap, Clearwell, Relativity, CaseLogistix, and others.
- Administration of data on Everlaw, including opening new projects, archiving closed cases, managing INOAG user access, and generating monthly billing reports to the finance division.
- Coordinate project set up, scanning, coding and OCRing of documents with outside vendors.
- Liaison for applicable legal specific software/applications vendors and service providers. Consult and collaborate with these service providers on database design, coding and project management.
- Ensure that litigation support deliverables meet quality specifications, court-imposed deadlines, and budgetary constraints.
- Facilitate and/or lead regular trainings on use of Everlaw in conjunction with Everlaw training team.

- Coordinate INOAG Everlaw leads, including organizing and facilitating regular trainings and meetings with nominated staff in each section. Delegating Everlaw tasks to Everlaw leads as needed.
- Serve as secondary Everlaw technical support, in conjunction with Everlaw section leads and Everlaw customer support.
- Maintain availability outside conventional working hours for urgent discovery support.
- Other duties and projects as assigned.

Qualifications and Skills:

- Strong experience in a litigation environment preferred, with a thorough understanding of the processes of litigation, trial procedures, discovery, document review and production and an understanding of the use of technology to support these efforts
- Preferred prior use of and familiarity with Everlaw document review software and other litigation support software
- Ability to work well in a team environment
- Ability to work independently and to be a self-starter
- Strong writing and communication skills.
- Strong organizational skills
- IT experience helpful, with preferred moderate competency with cloud-based software and familiarity with data formats, metadata, and OCR technology
- Teaching or training experience preferred
- Ability to multi-task and prioritize assignments
- Familiarity with civil discovery process, including knowledge of the various forms of discovery
- Ability to manage large volumes of information, including monitoring of due dates and timed and encrypted data transfers
- Awareness of and adherence to high ethical standards, with consistent respect of confidentiality