



## **Litigation Technology Analyst**

Atlanta, Chicago, or New York

### Job Description

The Litigation Technology Analyst (LTA) is responsible for assisting legal teams with the collection, processing, handling, and/or production of electronically stored information (“ESI”) in both litigation and transactional matters. The LTA will work with legal teams on all aspects of the electronic discovery process, including identification, preservation, collection, processing, analysis, review, and production of ESI.

### Responsibilities

- Utilize litigation support and other data management software to organize, analyze, review and produce ESI.
- Work with legal teams to plan electronic discovery projects, including identification, preservation, collection, processing, analysis, review, and production of ESI.
- Oversee each project and ensure quality and success through actions.
- Consult with legal teams regarding best practices for document management, electronic discovery, and matter workflow.
- Report to legal teams and management on project status.
- Track and analyze incoming client and adverse party data.
- Conduct data analysis and generate reports to support litigation strategies.
- Ensure compliance with legal and regulatory requirements related to data management.
- Maintain detailed familiarity with relevant legal technology and provide support to the legal teams utilizing SGR-authorized technology platforms.
- Enter and update project details in the appropriate matter and task management databases as well as record required time entries in the billing software.

### Qualifications

- Associate or Bachelor’s degree in Computer Sciences or a related field (preferred)
- Strong technical skills in litigation support and/or data management software
- 1-3 years experience as a Relativity Administrator
- Excellent analytical and problem-solving abilities
- Excellent communication skills and the ability to work well in a team environment
- Customer service oriented – must be responsive to internal and external clients
- Strong organizational skills and the ability to manage multiple tasks simultaneously
- Understanding of the Electronic Discovery Reference Model (“EDRM”) and legal process
- Ability to work additional hours as needed and travel, if required
- Relativity Certified Administrator (RCA) preferred but not required

**The good faith base salary range for this position is \$85,000 to \$105,000 per year.** The actual salary rate offered to candidates within that range will depend on a variety of factors, including without limitation, work location, years of relevant experience, education, and the candidate's overall qualifications for the position as assessed by the Firm.

**Equal Opportunity**

Smith, Gambrell & Russell, LLP is an equal opportunity employer. We recruit, hire and promote all persons without regard to race, religion, color, sex, age, national or ethnic origin, disability, sexual orientation, political affiliation, veteran status, marital status or any other factor protected by applicable law. The Firm is comprised of individuals with diverse cultural, social, economic and personal backgrounds. We believe diversity enhances our workplace and ability to serve our clients' needs.