

JOB DESCRIPTION

JOB TITLE: IT Support Specialist

GENERAL PURPOSE:

This position is responsible for maintaining litigation databases, provide technical support and training to end-users, and manage in-house and outsourced discovery projects. This position is required to have thorough understanding of the litigation process and the technology that supports it.

This position functions under the general supervision of a designated attorney and the IT Director. His/her work is also supervised by the attorney or Information Services. Working contacts include attorneys, staff and clients.

ESSENTIAL JOB FUNCTIONS:

1. Maintain litigation databases.
2. Train end user on litigation database use and document management.
3. Assist in the preparation of e-documents or e-exhibits for trial.
4. Assist attorneys/legal assistants in preparing to use courtroom presentation tools.
5. Troubleshoot, support and import case data into litigation databases.
6. Provide on-site trial support.
7. Perform tasks to ensure chain of custody and appropriate review of digital data received in discovery.
8. Attend appropriate seminars and training to keep abreast of current litigation trends and software.
9. Performing other duties as required.

QUALIFICATIONS:

- The minimum qualifications for this position include a bachelor's degree in computer science, or related degree, at least two years experience in related field, or a four-year college degree.
- Working knowledge of personal computers and the ability to become proficient with various software programs as necessary.
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all levels.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations, pass post-offer drug test, and pass post-employment physical exam, if required.