

STATE OF CALIFORNIA

CALIFORNIA CIVIL RIGHTS DEPARTMENT

DUTY STATEMENT

<b>Employee Name</b>	<b>Classification Name</b>	<b>Working Title</b>	<b>Position Number</b>
	Legal Analyst	eDiscovery Specialist	326-410-5237-XXX
<b>Division/Unit</b>	<b>Date</b>		
Legal Division			

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Legal Manager, the eDiscovery Specialist performs a broad range of electronic discovery and complex litigation support duties for the Legal Division. The incumbent will support attorneys and paralegals using litigation and case support software and databases such as Relativity, CaseMap, TextMap, TimeMap, TimeSolv, Westlaw, LexisNexis, Salesforce, and FTP programs.

**Description of Essential Functions:**

- 30% Independently consult with attorneys, paralegals, and other legal division staff to develop strategies for managing eDiscovery and litigation. Administer, review, and track electronic database support plans for handling voluminous electronic discovery productions and records.
- 30% Incumbent will assist the division in receiving, staging, processing, reviewing, and production of electronic evidence and discovery data. Creates, administers, and manages software workspaces for attorneys and paralegals. Runs automated software analysis of data such as e-mail threading, optical character recognition, and search term reports. Independently prepares drafts of discovery documents (e.g., interrogatories and interrogatory responses, request for, and response to, document production and summaries of depositions transcripts. The Summaries are used by attorneys and client litigants in preparation for trial.
- 15% Develop training materials and provides legal division staff training on electronic litigation support procedures such as the basic use of litigation support/case management software and reviewing, coding, and redaction of documents.
- 15% Prepares summaries of discovery. Preparation of these summaries is based on a thorough understanding of the legal issues in the case, which involves independent analysis of the relationship between the results of discovery and the issues of the case. The summaries are used by attorneys in preparation for trial. Assists paralegals in preparing complex/voluminous document sets for court filings and/or service.

### **Marginal Functions:**

- 5% May participate in specialized training, seminars/webinars, and interact with various interest and community groups to stay up to date on best practices and industry trends. Travel may be required.
- 5% Other duties as assigned.

### **Desirable Qualifications**

Dedication to the mission of CRD, evidence of continuing education, self-learning, or prior experience in electronic discovery support.

### **Work Environment, Physical, or Mental Abilities:**

The demands described below represent those that must be met by the incumbent to successfully perform the job's essential functions.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to lift case files, office supplies, books and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Some litigation projects may require overtime.

### **Working Conditions:**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with this job.

### **Supervision Received:**

The eDiscovery Specialist receives general supervision from the Legal Manager and may receive general supervision from the Chief Counsel and/or Associate Chief Counsel(s).

### **Supervision Exercised:**

None

**Administrative Responsibility:**

Adhere to all applicable laws, rules, policies and procedures, including but not limited to the Department’s Legal Operations Manual, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, the Information Practices Act, and directives from departmental management personnel.

**Personal Contacts:**

The eDiscovery Specialist has daily contact with Departmental management and staff. The incumbent will have occasional contact with software and product vendors and independent contractors. Incumbents may have contact with litigants and non-departmental attorneys/legal personnel.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in a violation of individual privacy rights, violation of court orders, prejudice to CRD cases, and discredit to the Department.

**Certification of the Employee:**

I have read and understand the duties as described above. I meet the job requirements described above and can perform the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date