

KMK New Hire Job Posting: Litigation Support Project Manager

Cincinnati Law Firm Seeks Full-Time Litigation Support Project Manager

POSITION SCOPE

Reporting to the E-Discovery / Litigation Support Director and working as a member of a dynamic and growing E-Discovery & Litigation Support Services Group, the successful candidate and future team-member will be responsible for promoting and maintaining the effective use of litigation support and technology applications by performing the following three primary roles: (1) litigation technology technical project work; (2) project management; and (3) litigation support services for litigation, business and employment practice group legal teams.

POSITION QUALIFICATIONS

REQUIRED SKILLSET:

- Minimum of three (3) – five (5) years experience managing and maintaining Ringtail, Concordance, Summation, IPRO or related in-house litigation database application/platform in a law-firm or in-house counsel, professional services environment
- Proficiency with litigation load file data management and data conversion (i.e. importing, exporting, conversion of standard ESI / e-discovery data, images, database load file data, native file data, and paper discovery data)
- Proficiency working with multi-line text editor programs and flat text files
- Undergraduate degree or equivalent technical certifications in either Pre-Law, Paralegal Sciences, Computer Sciences, Information Technology / Information Security, Project Management (PMP) or Business Administration, or equivalent experience
- Knowledge of civil litigation practice and procedure, including litigation case lifecycles
- Familiarity with and interest in Federal Rules of Civil Procedure 2006 E-Discovery Amendments and related e-discovery strategies and compliance obligations
- Excellent oral and written communication skills, with the ability to communicate and translate technical concepts and procedures to non-technical professionals in a clear manner
- Excellent customer-service mindset, with willingness and availability to work OT hours during evenings and weekends, frequently on an asap basis, as required
- Excellent project management and prioritization skills, working under budget and deadline driven performance expectations
- Ability to follow detailed technical specifications/instructions and meet established, business-critical deadlines
- Demonstrated commitment to excellence and consistent high-quality litigation work-product

PREFERRED SKILLSET:

- Experience with FTI Ringtail Legal 2005, IPRO Build, IPRO OCR and IPRO e-Capture
- Experience with MS Access
- Experience generating paper and electronic document productions
- In-house or contract document review and/or document review project supervision experience
- Back-end/front-end Summation experience
- Experience in crafting and managing cost-estimates and budgets through project lifecycles

PRIMARY POSITION RESPONSIBILITIES

- Create, develop and support discovery document databases using Ringtail and IPRO

- Perform data conversion, importing and exporting of various raw ESI, images, paper and other litigation database load file formats as received from co-counsel, opposing counsel, document management / e-discovery partners/vendors and clients
- Provide front-end litigation technology/application technical support to internal litigation legal teams, external co-counsel and clients, as required
- Assist E-Discovery / Litigation Support Director in performing case and project related project management services with internal legal teams, co-counsel, opposing counsel, document management / e-discovery partners/vendors and clients
- Assist Litigation Support Technology Manager in performing OCR and EDD processing technical project work
- Assist E-Discovery / Litigation Support Director and Litigation Support Technology Manager in generating electronic document production sets

Salary and benefits commensurate with qualifications

Please submit cover letter, resume and recent salary history via email to:

LitSupport@kmlaw.com

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