

# Senior Staff Attorney(English, Chinese, Japanese, or Korean Language)

## Staff Attorney Department

### Summary:

Senior Staff Attorneys will primarily oversee teams of Staff Attorneys and/or contract document reviewers supporting large litigation, investigatory, and regulatory matters in the discovery phase. This includes ensuring the review team is meeting quality and output expectations and acting as a coordinator facilitating communication between the review team and the associates and partners on the various cases. Senior Staff Attorneys may also perform document review and analysis work when not engaged in such oversight and coordination.

**Please Email Resume and Cover Letter With Your Native Language Skill & Salary Requirement [Here](#) to Apply**

### Qualifications:

- At least three years of document review supervisory and/or coordination experience in an AMLAW 100 or 200 law firm setting working on large litigation, regulatory, or investigation matters.
- Current good standing in the DC Bar.
- Excellent organizational, interpersonal skills, project coordination, and a strong service orientation.
- Ability to work under pressure and a willingness to work additional hours and help others with deadline intensive projects is required.
- Strong working knowledge of a discovery document review projects' purpose and typical work-flows.
- Significant experience with on-line document review systems such as Relativity, Nuix Discover, or other similar document review software platforms.

### Duties and Responsibilities:

- Supervision and coordination of document review teams to ensure that all team members are working efficiently and meeting quality and output expectations established by the case teams.
- Facilitate the communication between the document review team and the associates and partners responsible for case.
- Work with the firm's litigation support group and/or e-discovery vendors to communicate and resolve end-user problems with the document databases and review systems in use.
- Review, analyze, and categorize documents and information in online-document review databases, and/or hard-copy document collections.
- Assist with the review quality control and review metrics reporting processes.
- Assist in preparation of privilege logs and other similar tasks attendant to document review and production projects.
- Perform other duties as assigned.

**Status: Non-Exempt: Eligible for overtime pay**

**Reports To:** Staff Attorney Manager

**Workplace Type:** Hybrid as needed

Salary range is \$100,000 - \$125,000.

## **Qualifications (continued):**

- Current Relativity Review Management Specialist certification is required. Current Relativity Certified Administrator certification is preferred.
- Native-level fluency in English, Chinese, Japanese, or Korean.

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