

# Senior Staff Attorney-Litigation

## Staff Attorney Department

### Summary:

Senior Staff Attorney – Litigation will primarily liaise with the firms eDiscovery, AI, and Information Governance practice group to support large litigation, investigatory, and regulatory matters in the discovery phase.

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

### Qualifications:

- At least five years of eDiscovery experience in AMLAW 100 or 200 firm environments working on large litigation, regulatory, or investigation matters at all phases of the EDRM.
- Current good standing in the DC, NY, MA, or CA Bar.
- Litigation experience, including responsibilities associated with discovery.
- Excellent organizational and interpersonal skills related to project coordination.
- 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 discovery document review projects and typical work-flows.
- Significant experience with on-line document review systems such as Relativity, Nuix Discover, or other similar document review software platforms.
- Significant experience with Excel.
- A JD from an accredited US law school or the equivalent is required.

### Duties and Responsibilities:

- Coordinate with internal practice teams to ensure that case-specific eDiscovery processes are implemented and milestones are met.
- Facilitate communication between the Staff Attorney department and the associates and partners responsible for the case.
- Work with the firm's litigation support group and eDiscovery vendors to support document preservation, collection, and processing efforts.
- Assist in preparation of privilege logs and other similar tasks attendant to document review and production projects.
- Perform other duties as assigned.

**Status:** Exempt

**Reports To:** Staff Attorney Manager

**Workplace Type:** Hybrid as needed

Salary range is \$150,000 - \$175,000.

- Relevant technical certifications are preferred.

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