



City of Baltimore

Department of Law

E-Discovery Project Manager

Overview

The Law Department of Baltimore City is seeking a e-discovery tech project manager to join manage the e-discovery process for various practice groups within the department. The e-discovery tech project manager will provide, in conjunction with the eDiscovery team, eDiscovery Litigation technical services designed to promote consistent, repeatable and legally defensible processes for identifying, preserving, collecting, processing and producing Electronically Stored Information (ESI) in response to discovery requests. Qualified candidates should have litigation expert knowledge and experience with e-discovery software and legal processes and enjoy appearing as an advocate in court and administrative proceedings. Excellent research and technical skills are required.

The Law Department is responsible for representing the City in lawsuits brought at all levels of the State and federal courts. Attorneys maintain a full caseload and are responsible for continuing the investigation of the allegations asserted against the City and individual City employees, as well handling all aspects of the pretrial and trial litigation of those matters when necessary.

The majority of the matters handled in Litigation are in the defense of the City. New litigation is analyzed, assessed for damage exposure, assigned for defense and monitored throughout the litigation process.

Essential Duties and Responsibilities *(not inclusive)*

- Works closely with legal teams on developing and maintaining a strategy for effectively handling data from collection through final review and production.
- Responsible for building, maintaining, and troubleshooting complex E-Discovery databases, culling and analyzing data, employing Early Case Assessment and/or Advanced Analytics when appropriate, and oversees the loading of new or updated data, images, and native files for legal team review.
- Manages large diverse collections of e-mails, images, and native files in combination with database management.
- Provides application support within the department as well as to legal teams.
- Assists users with problems and questions, while guiding legal teams through the entire process.
- Trains attorneys and paralegals when needed in the effective use of all E-Discovery Technology software.
- Works in partnership with Project Teams Manager, other Project Managers and provides work to the group's Specialists and Analysts.
- Manages complete case activity involving all aspects of Electronic Discovery, case data management, document retention, production of data, and effective use of resources.
- Management of all vendor activity; analyze, gather and write clear job specifications for vendors where data is outsourced and follow job throughout process.



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- Responsible for managing expectations of all parties involving all stages of case progression.
- Develops strategies for the efficient handling of discovery and production data.
- Builds and maintains datasets using state-of-the-art document processing and review tools.
- Track all case-related activity utilizing project management tools and completion of all relevant electronic tracking and similar forms.
- Provides advice to legal teams in the proper methods of data collection, preservation, processing, production, and retention, including attending Rule 26(f) discovery planning conferences.
- Oversees work performed by legal support staff and when necessary, provide hands-on processing of e-mail collections, native files, and image collections, moving data through to the document review platform.
- Maintains back-end server and folder structure of databases, image collections, native files, mail stores and load files
- Assists with the identification and archiving of old case data
- Participates in all aspects of document production processing, from initial communication with legal teams to final distribution of deliverables, management of post-processing collections, and generation of Privilege Logs.
- Provides assistance to legal team requests including web site capturing, and audio and video capturing and editing.
- Assists with trial support and/or act as a liaison with trial presentation vendors in preparing trial equipment, software and exhibits, presenting documents, video clips, photos, demonstrative graphics and animations in the courtroom.

Required Knowledge, Skills and Responsibilities

A qualified candidate will have:

- Possess expertise in all electronic discovery and paper document handling functions.
- Strong emphasis on quality control
- Flexibility (may need to be available during off-hours)
- The ability to manage and prioritize multiple complex matters.
- Exceptional oral and written communication skills.
- The ability to establish and maintain effective, collaborative working relationships with others (inside and outside the Law Department).
- The ability to work independently and meet deadlines while handling multiple tasks.
- The ability to maintain professionalism under pressure.
- A strong sense of ownership of tasks and responsibilities.
- Strong interpersonal skills required to work with the public and various agencies.
- Strong technology skills, including the ability to coordinate and conduct electronic discovery, as well as proficiency with Microsoft Office software and legal research platforms such as Westlaw.
- A willingness to perform with minimal administrative support.



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Education, Licensure & Experience Requirements

- Bachelor's degree or equivalent experience in senior-level E-Discovery Manager or Litigation Support roles; JD preferred
- Minimum of 5 years of relevant eDiscovery Technology (with ESI collection tools and eDiscovery platforms (*Exterro, Relativity, Logickull or equivalent*) to facilitate identification, analysis and production of ESI in support of civil and/or criminal matters or Litigation Support experience, preferably in a law firm, but vendor experience will also be considered.

Compensation

The salary range for this position is \$72,033 - \$93,567 and is commensurate with education and experience. The City provides an excellent benefits package.

NOTE: Candidates under final consideration will be required to undergo and pass a background check and drug/alcohol test.

The City of Baltimore is an Equal Opportunity Employer