

Firm/Company Name Marshall Dennehey Warner Coleman & Goggin

(Send copy of firm logo for posting)

Job Title [Position]:	eDiscovery Technology Analyst	Job Category:	Legal
Department/Group:	Litigation Dept	Posted By:	Human Resources
Location:	Philadelphia - Headquarters	Travel Required:	N/A
Level/Salary Range:	N/A	Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	HR Recruiter	Date posted:	11/11/2020
Reports to:	Director of eDiscovery/Litigation	Posting Expires:	[i.e., 30-days] 60-days

Applications Accepted By:

Fax or E-mail:

HRRecruiter@MDWCG.com

Attention:

HR Recruiter

Mail:

2000 Market Street
Suite 2300
Philadelphia, PA 19103

Job Description

Brief Summary:

The law firm of Marshall Dennehey Warner Coleman & Goggin, P.C. seeks an eDiscovery Technology Analyst, a full time position in its Center City Philadelphia office.

This job is in compliance with Philadelphia's Fair Chance Hiring Law.

Duties:

Responsibilities:

- Assisting attorneys, paralegals and support staff with eDiscovery and trial presentation software
- Sound understanding and implementation of EDRM processes and procedures
- Operating litigation technology systems such as Access Data Quin-C, DropBox, Trial Pad and TrialDirector
- Willing to learn new software applications such as Relativity, Disco, Logikul and/or Sanction
- Managing download and/or receipt, ingestion and processing tasks related to ESI and scanned paper received by clients, experts, opposing counsel or 3rd party sources

Skills/qualifications:

Experience/Qualifications:

- BA/BS preferred; a minimum of 2-4 years of relevant litigation support or another technical analyst experience or the equivalent combination of education and experience

[NOTE: Attach separate sheet(s) as necessary with the complete job description]