

Litigation Support Analyst

Brownstein Hyatt Farber Schreck, a dynamic 250+ attorney Denver based law firm, seeks a hands-on litigation support/electronic discovery professional to provide support of litigation technology. This position requires an in-depth understanding of the litigation lifecycle, litigation technology, and electronic discovery.

The successful candidate will be able to communicate effectively both orally and in writing, be a team player and will be responsible for assisting firm-wide attorneys with litigation technology support and projects, be organized and flexible, be able to work in a fast-moving and challenging environment, be able to manage time efficiently and think critically and proactively with minimal supervision.

This role will assist in later hour coverage and for our west coast offices, hence a schedule of 10:00 am – 7:00 pm, 11:00 am – 8:00 pm or 12:00 pm – 9:00 pm is available.

Responsibilities:

- Provide hands-on litigation technology support, including projects such as database creation and maintenance; importing images, data, and transcripts into databases; exporting data; reformatting and converting data; and scanning, OCR, and coding.
- Format and process data for legal review using electronic discovery software tools and technology.
- Perform searches and manage the technical administration of document reviews.
- Produce data to outside parties in compliance with governing production specifications.
- Burn CD/DVDs and perform batch printing processes.
- Consistently adhere to departmental standard operating procedures and quality-control workflows.
- Timely and accurately completes all required documentation relating to client activities.
- Assist attorneys and case teams with trial preparation and setup of war rooms.
- Provide training to legal professionals on the use of litigation support applications.
- Troubleshoot litigation support applications and databases.

Requirements:

- Bachelor's degree
- Two to five years of litigation support experience, preferably in a law firm environment.
- Working knowledge of the litigation process and a strong understanding of the use of technology to support litigation efforts, with an emphasis on discovery, document production, electronic document management, coding and scanning procedures, and trial support.
- Experience utilizing and administering litigation technology platforms and databases, such as Relativity, Summation, Concordance, IPRO, LAW Pre-Discovery, West Case Notebook, CaseMap, TextMap and Trial Director/Sanction.
- Strong written and oral communications skills.
- Ability to interact effectively and professionally with all levels of personnel, including Firm clients, lawyers, paralegals, managers and technical support personnel.
- Ability to analyze incoming electronic data to determine appropriate processing requirements.
- Ability to plan, organize, prioritize, and carry out multiple related activities.
- Strong analytical skills; detail-oriented; effectively execute and manage projects.
- Demonstrated ability to work independently and in a team environment.
- Demonstrated problem-solving ability and a willingness to learn new skills and take on new challenges.
- Administrative experience with Relativity (RCA) strongly preferred.

- A general understanding of PC hardware, peripherals, databases, and networking necessary.
- SQL experience preferred.
- Proficiency with Microsoft Office applications (Outlook, Word, Excel, etc.)

Please send your resume and cover letter to Colleen Wheeler, Staff Recruiting Manager at cwheeler@bhfs.com.