

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Administration

Information Technology Bureau - Troy, NY

Assistant Attorney General - eDiscovery Section Chief

Reference No. ITB_TRO_SC/EDIS_2015

The [Information Technology Bureau](#) of the Office of the New York State Attorney General (OAG) is seeking an experienced litigation attorney to serve as the eDiscovery Section Chief (Section Chief). This position will be based in Troy, NY, but will require substantial travel to New York City.

The eDiscovery Section provides a complete array of ESI (electronically stored information) management services to assist the OAG with defensive matters on behalf of the state, its agencies and officials as well as affirmative, law enforcement matters on behalf of the people of the state of New York. The services include:

- back-end IT-based litigation hold consultation;
- client (state agencies) and customer (OAG staff) data collection assistance;
- data ingestion (copying to OAG networks);
- data pre-culling using non-review platform indexing tools;
- data pre-processing using non-review platform native file document conversation tools;
- data loading and mounting using advanced search and review platforms designed for precise data review and culling for production;
- substantive data analysis;
- search and review assistance;
- data (database) extraction for production; and
- formation of document productions and presentation in multiple formats on various hardware types.

The eDiscovery Section's work on client data complements and coordinates the substantive search and review of client data undertaken by OAG line attorneys across multiple Divisions within the OAG, including both affirmative and defensive litigation. The eDiscovery Section also supports, on an as requested basis, data search and review by members of the client agency's office of counsel.

The duties of the eDiscovery Section Chief include, but are not limited to, the following:

- Serve as the OAG subject matter expert on all eDiscovery rules and regulations.
- Managerial oversight of eDiscovery process including strategic planning, predictive analysis, platform decisions, litigation and investigation support, information management and prioritization.
- Participate in conference calls and court appearances when necessary with line attorneys.
- Provide continuous development of initiatives that ensure the eDiscovery Section is able to meet the growing needs of the OAG.
- Manage multiple projects throughout the electronic discovery lifecycle and developing customized technical solutions.
- Manage technical staff in Troy and New York City (travel will be required).

- Conduct software analysis regarding new product purchases or enhancements and participate in vendor negotiations regarding same.
- Create and conduct CLE training related to eDiscovery.

The Section Chief will report to the Chief Information Officer, and will have liaison responsibility with executive leadership to prioritize caseload and ensure proper legal oversight.

We are seeking a candidate with a minimum of (5) years of complex litigation and e-Discovery experience, who has an excellent understanding of the legal eDiscovery process, lifecycle and technical issues such as database structures, data collection, security and privacy. Knowledge of and experience with litigation support applications including Concordance, Clearwell, Summation and Relativity is essential. The candidate must have strong organizational and project management skills. Trial experience is a plus but not required.

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that attorneys in the Office be citizens of the United States.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

Applications are being received online. To apply, please go to our website, [www.ag.ny.gov, Resources/Job Opportunities - Attorney Positions](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Attorney%20Positions).

Applicants must be prepared to submit a complete application packet consisting of a **cover letter, resume, writing sample, and a list of three (3) references with their contact information and email addresses**. You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment. *Please note: Failure to submit a complete application will delay the consideration of your application.*

For questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about our Office, please visit our website: www.ag.ny.gov.