



Legal Recruitment

**Division of Administration
Practice Technologies Group– Albany
Manager of Litigation Support
Reference No. PTG_ALB_MLS_6278**

Application Deadline is June 30, 2023

The Practice Technologies Group (PTG) in the Office of the New York State Attorney General (OAG) is seeking an experienced professional with a background in litigation and eDiscovery support services to serve as Manager of Litigation Support. The Manager of Litigation Support position is located in Albany, NY and reports to the Director of eDiscovery.

The duties of the Manager of Litigation Support will include but are not limited to the following:

- Developing reliable, repeatable and defensible procedures for discovery tasks along the full EDM;
- Advising senior managers on policy development for litigation preparedness;
- Identifying, deploying and maintaining enterprise-software for managing eDiscovery tasks;
- Evaluating and providing feedback for proposals new hardware and software products;
- Providing technical expertise when required by legal teams including writing affidavits, sworn statements or sitting for depositions detailing the defensibility of eDiscovery services in the agency;
- Comprehensively monitoring and updating incidents and requests as needed within the IT Client Services Call Center ticket tracking system;
- Liaising with outsourced review project managers to facilitate efficient and effective deployment of contract review attorneys;



OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

Attorneys

Investigators

Other Professional & Legal Support Positions

Law Students

Undergraduate & Graduate Students

Fellowship & Volunteer Attorney Opportunities

- Supervising and mentoring subordinate staff, including recommendations for training and educational opportunities.

Qualifications for the Assistant Director position are as follows:

- At least five (5) years of experience managing workspaces in Relativity;
- A deep understanding of the litigation lifecycle and electronic discovery/document review processes, procedures and best practices;
- Prior experience supervising, mentoring and coaching attorneys and managing eDiscovery teams;
- Strong analytical, writing and presentation skills;
- Proficiency with one or more e-discovery “Document Review Platforms” (i.e., Relativity, Concordance, etc.) including running searches, conducting quality control and training reviewers; and
- Proficiency with legal analysis of privilege redaction and logging issues.

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



The salary for this position is \$102,919. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

How To Apply

Applications must be submitted online. To apply, please click on the following link: [PTG ALB MLS 6278](#)

To ensure consideration, applications must be received by close of business on June 30, 2023.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address to Legal Recruitment.
 - Indicate why you are interested in this position and what makes you a strong candidate.

- **Resume**
- **Writing Sample**
- **List of three (3) [references](#)**
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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

