**Document Coder Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a passionate, collaborative, and experienced Document Coder to join our dynamic team in the Legal Department.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Review various privacy and security alerts, regulatory guidance, and legislative developments in the U.S., UK, EU, Canada, China, and other jurisdictions as needed to summarize and escalate potential issues that could impact the business.
* Act as the initial point of contact for certain internal teams concerning privacy terms in contracts.
* Negotiate and draft privacy terms for new agreements and/or amendments to existing contracts, interacting with in-house and outside counsel, as appropriate.
* Assist with the company’s response to investigations where needed.
* Create, update, and preserve important office records
* Document and maintain outside counsel relationships and organize the team’s billing matter structure.
* Prepare legal documents and business communications as needed.
* Work to establish processes that will create efficiencies.
* Operate with a moderate level of supervision with no direct management responsibilities.
* Consistent exercise of independent judgment and discretion in matters of significance.
* Regular, consistent, and punctual attendance. Must be able to work nights and weekends, variable schedule(s), and overtime as necessary.

### About you

* Bachelor’s Degree or Equivalent required.
* At least [insert number] years relevant experience obtained at a top law firm and/or in-house legal department, with at least [insert number] years of privacy/data protection experience strongly preferred.
* Familiarity with U.S. and EU privacy and information security laws, regulations, and standards required, including preferably GDPR, ePrivacy Directive, CCPA, U.S. state and federal data privacy, security, breach notification, consumer protection laws, regulations, and proposed legislation, and self-regulatory organizations such as DAA and NAI.
* Awareness of the privacy provisions of the Cable Act and the Communications Act preferred.
* Transactional experience preferred, including reviewing, drafting, and negotiating privacy and data protection contract terms and agreements, data processing, usage, and/or transfer agreements.
* Excellent drafting, negotiating, problem-solving, and communication skills.
* Ability to work effectively with colleagues, management, and operations personnel.
* Ability to manage multiple projects and meet deadlines with consistently high-quality results.
* Self-motivated and independent, but able to discern when matters should be escalated and when further guidance is needed.
* Ability to translate legal requirements into practical guidance and formulate creative solutions to accomplish the company’s objectives.
* Ability to work independently with moderate supervision.
* Sound judgment, strong work ethic, excellent problem solving and organization skills, practicality, a focus on business outcomes, and flexibility to manage multiple matters simultaneously.
* Ability to travel.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]