**E-Discovery Professional 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 an E-Discovery Professional to facilitate the legal discovery process when it involves electronic documents.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Assessing a client’s electronically-stored information (ESI)
* Helping to create ESI preservation policies
* Serving on e-discovery teams
* Ensuring compliance with federal rules regarding ESI
* Educating clients on e-discovery policies
* Drafting and communicating litigation hold procedures
* Using technology to facilitate discovery
* Assisting in the collection, processing, review, analysis, and production of ESI
* Serving as a liaison between the legal team, IT personnel, vendors, and records management personnel

### About you

* BS or MS in computer science, computer engineering, or related technical field
* [insert number] years experience in customer support or similar role
* [insert number] years experience supporting database solutions
* Strong customer-facing skills
* Technical writing
* Strong verbal communication
* Multitask, organization skills
* Urgency, Thoroughness, Tact
* Relationship building
* Ownership and responsibility to others
* Ability to learn quickly

### 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]