**Litigation Support Specialist 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 Litigation Attorney to assist attorneys with complex lawsuits. They may build and maintain databases, review documents, retrieve records, and develop trial presentation materials.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Assist attorneys in managing large-scale litigation
* Design and implement databases for managing, sorting, indexing, abstracting, and coordinating the large volumes of data produced in major litigation
* Develop data management strategies, assist with technology in the courtroom, provide user support and training on both off-the-shelf and proprietary software, and coordinate with technology vendors
* Perform traditional paralegal tasks while assuming information technology roles.
* Consulting and advising case teams on best practices for the preparation of documents and how to best use litigation support technologies to support projects
* Coordinating the conversion, processing, loading, and exporting of data and images to and from litigation systems
* Conducting complex database searches, facilitating document review sessions with attorneys, and coordinating productions to external parties
* Training attorneys, paralegals, and other personnel on litigation support applications
* Responsible for the day-to-day litigation support needs of assigned cases and projects
* The analyst builds, maintains, and troubleshoots databases for large, complex litigation in which the documents and data are too vast to sort and analyze manually
* Responsible for supporting attorneys and investigators by utilizing current litigation support techniques, software, and equipment to provide complex legal support and technical assistance

### About you

* Prefer at least [insert number] years of experience
* A deep understanding of procedures
* Strong interpersonal skills, excellent written and verbal communication skills, and the ability to work independently in a fast-paced environment under strict deadlines
* Professional demeanor and the ability to build and maintain interdepartmental and third party relationships
* Detail-oriented, accurate, and able to manage deadlines and other time constraints
* Intermediate skills in Microsoft Office
* Persistent with a strong work ethic

### 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]