

EVIDENCE ACQUISITION SPECIALIST

The New York City Law Department is seeking a Litigation Support Evidence Acquisition Specialist. The Department is one of the largest law offices in New York City and one of the largest public law offices in the country. The Department's 650 lawyers handle more than 90,000 cases and transactions each year. The Department's attorneys represent the City on a vast array of civil litigation and in the criminal prosecution of juveniles. The Department also counsels the Mayor, elected officials, the City and all its agencies.

JOB DESCRIPTION

- Becomes familiar with City agencies' IT systems and management, in order to assist with the collection and cataloging of electronic evidence. Will also assist with collection of paper evidence.
- Interacts with litigating Assistant Corporation Counsels, paralegals, and other staff.
- Assists Assistant Corporation Counsels in drafting of E-Discovery related affidavits and in the taking and defending of E-Discovery related depositions.

QUALIFICATION REQUIREMENTS

- 1) A J.D.

PREFERRED REQUIREMENTS

- A minimum of two years current experience in a litigation support environment.
- Understanding of Exchange, databases, backups, forensic copies, and Windows servers.
- Good oral and written communication skills.
- Litigation Support writing sample.
- Hands on experience and strong technical skills with the following applications: Adobe Acrobat; Microsoft Office; (Outlook, Access, Excel, Word, and PowerPoint); document management systems (e.g. Interwoven's Worksite).

Salary commensurate with experience.

Send resume, litigation support-oriented writing sample, salary history and requirements, and cover letter to:

Jack Hupper
Chief Information Officer
New York City Law Department
100 Church Street
New York, NY 10007
jhupper@law.nyc.gov

EEOE

M/F/D/V