Legal Data Intelligence Analyst

[Alternatives to Analyst: Specialist, Project Manager, Program Manager, Technologist]

Description

The Legal Data Intelligence Analyst is a critical member of the team responsible for supporting data stakeholders throughout the organization, including litigation, investigations, privacy, data protection, information governance, and legal operations. As a member of this team, the Legal Data Intelligence Analyst will drive the identification, preservation, collection, analysis, processing, production, and even integration of sensitive, useful, and necessary (SUN) data in response to legal requests and business initiatives. This role requires significant experience in e-discovery and legal technology as well as an interest in and aptitude for applying both to complex data challenges.

Responsibilities

- Evaluate the scope of legal requests or business initiatives; develop and propose workplans reflecting same

- Lead in-house and outside counsel, IT, and other internal business partners in the identification, preservation, and collection of data in response to legal requests and business initiatives

- Collaborate with IT and external service providers to process and host data using approved e-discovery software platforms

- Support in-house and outside counsel – and, in certain instances, conduct – review and analysis to transform SUN data into information, insights, and intelligence to inform strategy and decision-making

- Prepare and produce data deliverables, including load files, data sets, and privilege logs, consistent with legal and/or business requirements

- Develop reporting and visualizations to convey information, insights, and intelligence to data stakeholders

- Maintain effective communication with in-house and outside counsel, IT, other internal business partners, and external service providers; serve as a point of escalation when issues arise

- Assist leadership in developing and implementing policies and procedures related to legal data intelligence practices and protocols; conduct quality control to ensure compliance with and to identify opportunities to improve same

- Support leadership in the evaluation, selection, and implementation of AI-driven data analytics tools, platforms, and technologies to ensure efficiency, precision, and scalability

- Keep current on developments in the e-discovery industry, including best practices, technological advancements, and changes to the law and/or regulatory framework impacting data stakeholders

Qualifications

- Bachelor's degree or an equivalent combination of education and relevant experience
- Minimum of 5 years of experience in e-discovery, litigation support, legal technology, or related field
- Working knowledge of the Federal Rules of Civil Procedure (FRCP), Legal Data Intelligence (LDI) model, and the Electronic Discovery Reference Model (EDRM) as well as data preservation, collection, processing, review, and analysis strategies
- Technical proficiency working with e-discovery technology, including experience leveraging AI-driven data analytics tools, platforms, and technologies to optimize and accelerate review and analysis of large volumes of data
- Excellent problem-solving skills and attention to detail
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams
- Ability to manage multiple projects simultaneously and prioritize tasks in a deadline-driven environment

Other Skills, Experience, and Certifications

- Experience working for a large corporation, law firm, e-discovery service provider, or the government
- Working knowledge of the Information Governance Reference Model (IGRM) as well as the regulatory framework surrounding data protection and privacy
- The following certifications are valuable in demonstrating relevant knowledge and experience: Certified E-Discovery Specialist (CEDS); Relativity Certified Administrator (RCA); Nuix Certified eDiscovery Specialist (NCES); Certified Information Privacy Professional (CIPP); Certified Information Privacy Technologist (CIPT); Certified Information Governance Professional (IGP); Certified Information Professional (CIP); Certified Records Manager (CRM); Certified Information Security Manager (CISM)