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Director of Litigation Support

Beck Redden LLP has an immediate opening for a full-time Director of Litigation Support. Our practice requires a professional who is reliable, detail-oriented, and who possesses strong verbal and written communication skills.

Job responsibilities include, but are not limited to:

E-Discovery and Project Management

- Manages the Firm's functional area of litigation support.
 - Advises client/matter teams on litigation support services relevant to their individual matters.
 - Exercises independent judgment and discretion by recommending potential options, alternatives, and courses of action to reach an efficient and thorough litigation support strategy.
 - Implements the decided-upon litigation support strategy.
 - Manages litigation support software and workflow issues as they pertain case management and litigation.
 - Oversees licenses and updates for Trial Director, Best Authority, Case Map, and PacerPro.
 - Liaises between legal staff and various vendors or E-discovery professionals during case progression.
 - Project management duties as pertaining to collection, review, and production of electronic evidence on large matters.
 - Focuses on developing and/or selecting trainings, educating, and training trial team paralegals on processes during progression of same.
 - Manages project management duties on case projects dealing with complex spreadsheets, databases, various electronic evidence, unique complex features or large volumes of data/evidence.
 - Serves as a resource to paralegals and associates on the EDRM process to help ensure discovery practices are streamlined and efficient from early stages in the case.
 - Consults as a resource to legal team for utilization of technology in management of cases.
 - Engages in project management duties on large scale discovery and case projects, working with the legal team assigned to the case to implement and manage efficient use of technology and workflow of staff, assist legal team with implementation of document reviews on various platforms and databases.
 - Develops training program for new associates on litigation support software
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currently utilized in cases and be a resource when encountering new programs or databases.

- Assists staff with functionality issues on Relativity, Trial Director, CaseMap, and Best Authority.

Trial Preparation

- Assists trial teams with identification and setup of technology for trial.
- Assists with coordination of firm services (Records help, secretarial support, copy center availability) with paralegal and trial team to ensure full staffing available at trial time if needed.
- Engages in individual project management assignments by case.

Case Materials

- Implements directives regarding storage of electronic case materials and manage directives of electronic media.
- Develops and monitor firm protocols to create a uniform system of saving materials and data location.
- Confers with IT Partner/Loss Prevention Partner on case projects as they relate to electronic media.

Litigation Hold

- Manages initiation and tracking of litigation holds established in the firm.
- Performs all functions as requested by Loss Prevention Partner.
- Coordinates with staff and attorneys to archive all data; coordinates with records to secure file materials.
- Performs review of materials to confirm relation to case at issue.

Calendar

- Performs administrative function on firm calendar system to generate firm trial reports.
- Assists in reviewing and implementing procedures for updating of dockets when new rule sets are received.
- Addresses new rule set proposals with attorneys upon identification of need for same.

Litigation Project Assistant

- Provides supervisory role and training to assist with assignment of projects and division by paralegals.
- Provides training on entry of matters into iManage.
- Addresses new areas to be assigned to Litigation Project Assistant.

- Communicates courteously and professionally to all staff, attorneys, clients and/or vendors.
- Must have experience running quality controls, setting up custom views and access in databases, and reviewing/correcting vendor bills prior to processing.
- Ability to come early or stay late as necessary.
- Ability to meet deadlines, prioritize, be organized and multi-task.
- Attention to detail and accuracy.
- Attends training and professional development meetings.
- Maintains confidentiality.