



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## LEGAL TECHNOLOGY SPECIALIST

<b>Group-Section:</b> General Counsel	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 47 <b>Job #:</b> YA104
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### JOB SUMMARY

This is the journey level position performing Legal Technology Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization to install and maintain software and hardware using information technology design methodology. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria and coordinates with other information technology disciplines.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** None

### JOB DUTIES

1. Provides general user support (including hardware and software support) and administration of various information technology functions within the Legal Department.
2. Provides litigation and system support for legal and e-discovery applications.
3. Designs, implements, and maintains procedures related to Legal Departmental processes, basic software applications, litigation, and transactional databases and those supporting management functions including timekeeping and budget.
4. Trains users on general software use, database use, e-discovery review, and other legal support tools.
5. Serves as case administrator for in-house e-discovery and other legal and administrative software applications.

6. Generates metrics, administrative and legal reports, and reviews and recommends changes to policies and procedures.
7. Remains current on innovative information technology applications, products, vendors, and legal technology, and coordinates with Metropolitan Information Technology staff in supporting the Legal Department's hardware and software needs.
8. Monitors requests and, as needed, escalates issues to vendors or Information Technology staff to facilitate problem resolution.
9. Assists with analysis, review, recommendation, and implementation of new software or web-based products.
10. Provides recommendations to improve efficiency and quality control, reduce costs, or improve client satisfaction of various legal functions including large volume discovery.
11. Creates, tracks, and maintains documentation related to the Legal Department's equipment and computer hardware, software licenses, and applications, administrative information, logins and passwords, vendor contacts, etc.
12. Imports/exports data files, administers databases, and troubleshoots issues as discovered.
13. Performs other related Legal Technology Specialist job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Associate's degree or equivalent from an accredited two-year college or technical school in a related field and two years of relevant experience.

**Required Knowledge of:** Advanced technical training in legal and litigation support software tools such as: Concordance, Lexis/Nexis, Adobe Acrobat, Livenote, etc; Advanced importing/exporting of data files; administering databases and troubleshooting issues; principles, practices, and procedures unique to the legal environment, system testing, analysis, legal and administrative data management, quality control and integrity; legal concepts and terminology; database and legal research tools; project management; current office technology and equipment; software licensing compliance; hardware and peripheral equipment and the latest functionality of standard features related to personal computers and software applications.

**Required Skills and Abilities to:** Use database and legal research tools; think critically; maintain confidentiality; perform analytical duties; recommend effective course of action; use independent judgment and exercise discretion; problem solve; multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with internal Legal Department staff, other departments, outside counsel staff and vendors; work independently and in a team environment; train; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- None

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** Adequate vision – with corrective lenses or other aids as needed.