

**Position**

Legal Application Specialist - Litigation Support

**Location(s)**

Denver, CO

**Position Overview**

Primary responsibility of this position is to support RJ&L attorneys, paralegals and legal support staff through technical ownership and support of all non-enterprise and legal function specific software/applications (Practice Management/Group Applications, Litigation Support/Case Management Applications) and E-Discovery efforts. Provide technical research, evaluation, recommendation, installation, configuration, maintenance, support and solution best practices for all firm wide non-enterprise and legal function specific software/applications during core business hours (M – F, 8:00am – 5:00pm MST) and after hours support (24 x 7) as required. Additional duties as required, including participation and contribution to various IT Department projects and initiatives.

**Functions, Duties and Responsibilities**

- Primary technical ownership and support of all non-enterprise and legal function specific software/applications
- Responsible for researching, evaluating, testing, setting and extending the firm's non-enterprise and legal function specific software/applications
- Responsible for business need analysis, problem assessment and requirements definition
- Troubleshooting and resolution of non-enterprise and legal function specific software/applications problems, issues and conflicts
- Develops and maintains best practices and documentation of all software/application installations, configurations and usage
- Application administration, operations, maintenance and integration of technologies
- Advise and assist with all non-enterprise and legal function specific software/applications versioning/licensing and compliance
- Liaison for applicable non-enterprise and legal function specific software/applications vendors and service providers
- Assist and support e-filings and on-line transactions
- Assist with training needs of end users for non-enterprise and legal function specific software/applications
- Litigation Support/Case Management Applications related
- Support attorney, paralegals and legal support staff in the use of litigation and case support tools for their preparation of cases and for trial
- Create, import, load, support and maintain image based and electronic native litigation databases
- Coordinate project set up, scanning, coding and OCRing of documents with outside vendors
- Assist with using courtroom presentation tools and at times, operate these tools in the courtroom
- Maintain a preferred vendor listing of equipment rental and litigation support service vendors

- Liaison between litigation practice groups and the IT Department and assist with the direction and support of litigation support needs and best practices
- Participate in Trial group meetings and lead a monthly litigation support user group
- Counsel, train and demo (group or one-on-one) attorney, paralegals and legal support staff on current and new technologies
- Allocate time per project and charge as billable time to appropriate client matters

#### General

- Contribution to technology guidelines, policies and procedures
- Participation and contribution to various IT Department projects and initiatives

In addition to the above, the candidate will need to possess knowledge for the following:

- Lexis/Nexis
- Westlaw
- Summation & Concordance
- CompuLaw
- Sanction
- On-line filings and transactions
- LiveNote
- CaseMap
- Microsoft Access

#### Qualifications and Skills

- Strong experience in a law firm and litigation environment with a thorough understanding of the processes of litigation, trial procedures, discovery, document review and production and an understanding of the use of technology to support these efforts
- Ability to work with minimal supervision and make sound decisions and provide timely status
- Ability to multi task and manage multiple priorities and deadlines
- Excellent organizational and time management skills
- Excellent analytical and problem resolution skills
- Excellent assessment and requirements definition skills
- Excellent oral and written skill with strong documentation habits
- Ability to interact and manage vendors
- Motivated and accountable
- Team player with a solution minded attitude
- Demonstrated ability and desire to learn new technologies and skills
- A minimum of 3 – 5 years in an applications owner/support role
- Excellent technical knowledge of applications and databases
- Working knowledge of networks and client/server technology
- Working knowledge of PCs and Microsoft Windows

#### Education and Certification

- Bachelors Degree or six years relevant on the job work experience
- MCDBA (Microsoft Certified Database Admin)
- MCP (Microsoft Certified Professional)
- Certified in a leading Litigation/Case application

**Resume Submission**

Qualified candidate should submit resumes to (no phone calls please):

Human Resource Director

**Rothgerber Johnson & Lyons LLP**

1200 Seventeenth St.; Ste. 3000

Denver, Colorado 80202

Fax: (303) 623-9222

e-mail: [dviles@rothgerber.com](mailto:dviles@rothgerber.com)