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## Seeking a Senior E-discovery Analyst – Anywhere in CA

### Description

A California law firm is in need of an experienced E-discovery Analyst for one of its offices to manage the end-to-end e-discovery process.

### Responsibilities

- Lead and manage e-discovery projects from initiation to completion.
- Conduct data collections from various sources, including servers, email systems, document management systems, and other relevant sources.
- Utilize e-discovery tools and software to analyze and review data for relevancy, responsiveness, and privilege.
- Provide expert advice and guidance on data analysis and review strategies.
- Stay up-to-date with relevant laws, regulations, and industry best practices related to e-discovery, data privacy, and information governance.
- Prepare detailed reports, summaries, and documentation related to e-discovery projects, including data collection, preservation, analysis, and production activities.
- Provide training and mentorship to junior e-discovery analysts and other team members on e-discovery best practices, tools, and techniques.

### Qualifications

- Bachelor's degree in Computer Science, Information Technology, Legal Studies, or related field. Master's degree or relevant certifications (e.g., CEDS, EnCE) preferred.
- Minimum of 5 years of experience in e-discovery, litigation support, or related field, with demonstrated expertise in managing complex e-discovery projects.
- Strong knowledge of e-discovery best practices, tools, and techniques, including data collection, preservation, analysis, and production.
- Familiarity with e-discovery software and tools, such as Relativity, Nuix, and other similar platforms.
- Excellent analytical skills, with the ability to analyze complex data sets and conduct advanced data searches and analytics.
- Ability to work in a fast-paced, deadline-driven environment and adapt to changing priorities.

### Job Benefits

If interested and meet the requirements above, please submit your resume or reach out to:

- [Keion Bell](#)
- [keion@matfar.com](mailto:keion@matfar.com)
- 213-996-3731

### Hiring organization

Matura Farrington Staffing Services

### Employment Type

Full-time

### Industry

Legal, IT

### Job Location

Los Angeles, San Diego, Orange County, San Francisco, CA

### Working Hours

Hybrid Work Schedule

### Base Salary

\$ 100K - \$ 125K

### Date posted

April 28, 2023

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.