

**TRITURA IG LLC/DRINKER BIDDLE & REATH LLP**  
**TRITURA EDISCOVERY ANALYST**  
**JOB POSTING**

<b>JOB TITLE:</b> Tritura eDiscovery Analyst	<b>STATUS:</b> Non-exempt
<b>REPORTS TO:</b> Chief Operating Officer, Tritura IG LLC	<b>LOCATION:</b> Washington, DC
<p><b>SUMMARY:</b></p> <p>The Tritura eDiscovery Analyst is a professional role responsible for working within a team of talented individuals to develop techniques and code to perform data analysis, reporting, conversion, normalization, extraction, categorization, statistical analysis, quality control from various forms of electronic data and from various sources (both structured and unstructured) for purposes of electronic discovery and information governance. The Analyst will develop and utilize machine learning and other artificial intelligence technology, data management tools, eDiscovery software, industry standard tools, various programming languages and other data analysis tools as necessary to work with the electronic data.</p> <p>In accordance with the Firm's Client Service Initiatives, the Tritura Data Analyst must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Creating and maintaining databases; data collecting, data transferring, data staging, data loading, data and metadata extraction, and data normalizing.</li> <li>• Data formatting and general processing of data for legal review using electronic evidence discovery software tools and technology.</li> <li>• Data conversion, data editing, data formatting, data normalization, data analysis and data reporting.</li> <li>• Development of machine learning and artificial intelligence platforms to analyze data.</li> </ul> <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Candidate must have technical proficiency in databases and programming languages.</li> <li>• Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.)</li> <li>• Exceptional verbal and written communication skills and a commitment to teamwork work are necessary.</li> <li>• Excellent organizational skills with strong attention to detail.</li> <li>• Familiarity with E-Discovery best practices, Information Governance best practices, and Cybersecurity best practices.</li> <li>• Candidate should enjoy problem solving and have a willingness to learn new skills and take on new challenges.</li> <li>• Ability to adjust and adapt quickly to changing situations.</li> <li>• Ability to work with detailed information accurately and efficiently.</li> <li>• Able to maintain confidentiality.</li> <li>• Is responsive and sensitive to internal and external deadlines.</li> <li>• Must possess excellent analytical skills and be able to consistently exercise discretion and independent judgment.</li> <li>• Must be detail-oriented and able to organize and prioritize numerous tasks so time-sensitive projects are completed on time.</li> <li>• Extremely consistent in producing quality work.</li> <li>• Has initiative in developing and refining skill set; willing to work with new technology.</li> </ul>	

- Client service-driven towards internal and external clients.
- Unbiased judgment, sound discretion, and openness to the views of others.
- Possess strong interpersonal skills with the ability to build strong relationships.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Must be able to work well as part of a team as well as work independently.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the Department's and firm's needs change.
- Flexible and dependable with the ability to work overtime as needed.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree or higher in a technical area such as math, statistics or computer programming required.
- Minimum of five years' experience working in a litigation support, electronic discovery and/or technology support or consulting environment.
- Experience with Relativity or other similar application and certifications (RCA or similar).
- Experience with LAW and EDA processing platforms.
- Experience with forensic software a plus.
- Experience working in a virtual environment such as AWS or Azure.
- Experience analyzing incoming electronic data to determine appropriate processing requirements.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should send their resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "Tritura eDiscovery Analyst" in the subject line. No phone calls please.