Senior Litigation Support Project Manager

Litigation Support Services Department

Summary:

A seasoned eDiscovery professional responsible for promoting the effective use of eDiscovery technologies and managing complex matters.

This role advises attorneys, staff, and clients on discovery strategy, staffing, and budgets; manages vendor relationships; and leads defensible collection, processing, analytics, applied AI, review platform administration, workflow setup, and production of case data from diverse sources, including email, mobile, cloud, and forensic data.

The Senior Project Manager mentors and leads support staff on active matters, serves as a hands-on case team member, and partners with leadership on departmental strategy and technology initiatives.

Apply

Qualifications:

- Deep experience with the litigation lifecycle and eDiscovery/litigation support procedures and concepts, including defensible collection and chain of custody principles.
- Extensive hands-on proficiency with major review platforms (e.g., Relativity, Nuix Discover, Reveal, Everlaw, or comparable platforms) and data processing/ECA tools.
- Strong familiarity with modern data sources, including cloud collaboration platforms (Microsoft 365, Google Workspace, Slack, Teams, and social media) and structured/database data.

Duties and Responsibilities:

Project and case team leadership

- Coordinate with clients, attorneys, paralegals, and vendors on the collection, organization, review, and production of hard-copy and digital content, including email, cloud collaboration data (e.g., Microsoft 365, Google Workspace, Slack, Teams, and social media), mobile and forensic data, and structured data sources.
- Oversee case content and database administration to meet case team needs across review platforms, including Relativity, Nuix Discover, and comparable tools.
- Direct technology-assisted review (TAR), analytics, and generative AI-assisted review workflows using tools such as Harvey and Copilot, in coordination with case teams and outside counsel guidelines.

Case strategy and advisory

- Advise attorneys and paralegals on the appropriate scope of LSS involvement, including document/data management strategy from discovery through trial.
- Advise on defensible collection methodologies and chain-of-custody requirements for cloud collaboration platforms, social media, and structured data.
- Draft methodology memoranda and quick reference guides, provide status updates, and maintain detailed records of key decisions.
- Advise on ESI protective orders and protocols, as well as data privacy and cross-border transfer considerations (e.g., GDPR and similar regimes), for matters involving international data sources or clients.

Qualifications (continued):

- Demonstrated experience with generative AI tools such as Harvey, Copilot, and similar tools in a law firm environment.
- Working knowledge of TAR/analytics workflows and emerging generative AI-assisted review tools.
- Experience with Opus 2 preferred, including transcript management and key fact/timeline development.
- Experience with source code reviews involving laptop configuration, security protocols, and hosting requirements.
- Excellent verbal and written communication, organizational, technical, and interpersonal skills; strong facility with MS Office.
- Comfort interfacing directly with clients on case strategy and, where applicable, supporting business development efforts.
- Advanced Excel skills and familiarity with regular expressions.
- At least 6 years of experience in litigation support, practice support, or paralegal work at an Am Law 100 firm or comparable legal environment, including at least 3 years in a senior analyst or project management capacity.
- Relevant certifications preferred (e.g., Relativity Certified Administrator, ACEDS CEDS, PMP, or platform-specific certifications).
- Willingness to travel occasionally to other firm offices or trial sites as matters or initiatives require.

Duties and Responsibilities (continued):

Staffing, budgets, and vendor management

- Partner with the Director and LSS team on staffing plans, project plans, and budgets for case support and long-term firm initiatives.
- Manage technology and forensic vendor relationships, including SOW/MSA negotiation, invoice review, cost control, and ongoing vendor performance evaluation.
- Coordinate with vendors and firm IT to ensure proper service delivery to case teams.

Training & development

- Train, coach, and mentor attorneys, paralegals, and junior LSS staff in the effective use of supported platforms and workflows.
- Participate in the professional development of junior LSS team members as part of broader departmental growth.
- Stay current on corporate information management tools, modern data types, eDiscovery technology, industry trends, and emerging practices.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt
Reports To: Director of Litigation Support Services
Workplace Type: Hybrid

Salary range of $215,500 - $269,500 dependent on candidate experience.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

https://www.cov.com/en/careers/staff/benefits

Qualifications (continued):

Education

- A 4-year degree from an accredited college or university is required; a JD or MBA is preferred.

Position requires access to equipment, software, or technology that is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., “Green Card” holder); or (c) an INS-approved refugee or asylum holder who has applied for naturalization within six months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application for naturalization. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

View Covington job applicant privacy notice here:

https://www.cov.com/en/job-applicant-privacy-notice

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.