

eClaris Job Descriptions:

Senior eDiscovery Analyst (Senior Associate):

Location: CA – Los Angeles, San Diego, San Francisco

Job Status: Full time

Job Description:

The senior analyst applicant must have a comprehensive knowledge of the eDiscovery Process and the litigation support industry. The senior analyst develops and implements solutions for eDiscovery matters, manages junior associates' and sees to satisfactory execution and delivery of the projects. The senior analyst must be able to create new business. Senior associates are expected to generate about 1600 billable hours per year.

Qualifications:

- Proven experience in computer forensics, electronic discovery, technical investigations and/or information security
- Computer forensic tools such as FTK, Encase (EnCe) certification or other 3rd party forensic tools a plus
- Proficiency with SQL, networking architectures, TCP/IP, LAN support, and systems
- Ability to interact with clients, senior managers, lawyers, partners and internal stake holders.
- Organizational skills and attention to detail
- Ability to manage multiple projects and meet firm deadlines
- Bachelor Degree required
- ENCE, ACE, CISSP, CISA Certifications a plus
- JD a plus.

Compensation: \$ Base + Commissions + Bonus

***Please download the employment application form at the internet address below:
http://www.eclaris.com/docs/employment_application.pdf***

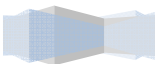
Junior Analyst (Junior Associate)

Location: CA – Los Angeles, 90017

Job Status: Full time

Job Description:

Junior associates work under the supervision of senior associates. Junior associates carry out eDiscovery tasks using specialized computer software under the supervision of a Senior Analyst.



Job Requirements: (Junior Analyst Position – Continued)

- At least one year experience in a corporate, law firm or litigation support environment
- Customer service oriented
- Experience with data management and database technology
- Experience with Electronic Data Processing (Electronic Discovery)
- Experience with databases required
- Experience with FYI, Concordance, LAW and other litigation software
- Excellent oral and written communication skills
- Bachelor's Degree a plus
- Technical/Computer Certification a plus

Compensation: \$ 45,000 – \$55,000 / Year + Bonus

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