Job Description

Job Title: Discovery Attorney

Department: Discovery Attorneys

Reports to: Manager of Discovery Attorney Program

FLSA: Non-Exempt

Work Schedule: 9:30 am – 5:30 pm, though overtime may be regularly required

Position Summary: Seeking Discovery Attorneys to enter into 3 – 6 month contracts, which are renewable at Davis Polk’s discretion based on departmental needs and performance evaluations. Discovery Attorneys will assist with discovery activities, primarily document review. From time to time, they may also take on other tasks, including performing on-site reviews at contract attorney firms and supervising contract attorney work.

Education and/or Experience Requirements: J.D. degree from an ABA-accredited institution, and membership in good standing in the New York Bar. All candidates must have a minimum law school G.P.A. of 3.0. Prefer one to two years minimum discovery experience working with document collections, reviews, and productions or equivalent experience.

Essential Duties and Responsibilities: Specific responsibilities will include:

- Perform substantive document review, generally on document review platforms such as Documatrix, OmniX, Kroll Ontrack, Relativity, etc.
- Review and code documents for responsiveness, relevancy, confidentiality, issues, and privilege
- Assist with preparation of privilege and redaction logs.
- Participate in special projects and other duties as assigned.

Qualifications / Position Requirements: In addition to the experience and educational requirements, the candidate should have:
• Ability to work independently and with minimal supervision.
• Superior attention to detail.
• Excellent organizational skills.
• Excellent interpersonal skills, including the ability to work effectively under pressure and with people at all levels.
• Excellent analytical skills.
• Excellent oral and written communication and language skills.
• Demonstrated ability to use PC-based and on-line technology relevant to the job. Working knowledge of electronic document review platforms and retrieval applications, such as Documatrix, Relativity and Concordance.
• Thorough understanding of rules of attorney-client and attorney work product privilege.
• Ability to supervise others effectively.
• Flexibility to work extended and often unpredictable hours, including the weekends and holidays.

Compensation
Davis Polk is offering a competitive salary and benefits package

To apply
Send resume and cover letter to Jonathan Lewis, Manager of Discovery Attorney Program (jonathan.lewis@davispolk.com)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.