



eDiscovery Litigation Law Clerk / Paralegal

Heuristica Discovery Counsel is seeking an energetic, dedicated, hardworking and detail-oriented Litigation Law Clerk / Paralegal for our burgeoning eDiscovery practice.

Heuristica is not a typical law firm. We are leading the transformation of electronic evidence review by example, and have focused our practice on the management and use of information in all phases of civil discovery, regulatory proceedings, and investigations. This client interfacing position will work in Toronto or Calgary and be responsible for supporting the legal team.

Critical to this role is the ability to professionally and expeditiously enhance and assist our team and clients wherever required throughout the lifecycle of our engagements. This confident individual should thrive in challenging situations, work well under pressure, be resourceful and bring innovative thinking to deal with the unique challenges that data presents in legal matters. This role will require demonstrated expertise in the following areas:

- Experience with, but not limited to, legal technology concepts and database task-related experience such as analytics and technology-assisted review applications, best practices and execution
- Be a resourceful and innovative problem solver with strong accuracy and attention to detail
- Demonstrate strong written and verbal communication skills
- Capable of generating meaningful reports and the ability to distill and communicate complex, technical information to a non-technical audience
- Certified, or certification ready, in Relativity preferred

The successful candidate should have at least 5+ years' experience with an in-depth knowledge of litigation support, case management workflow implementation and best practices.

Preferred education and career experience:

- University degree or college diploma and minimum 5-7 years' work experience in a legal environment, including litigation support, database administration or management within a legal environment
- Providing advice to clients regarding electronic discovery and best practices
- Project Management or Case Management

In order to effectively fulfill this role, the following competencies are required:

- Leadership skills and the ability to resolve issues
- Proficient with Relativity or comparable eDiscovery technology
- Effective time management, organizational skills, and outstanding attention to detail
- The ability to multitask and work within a team
- Strong communication skills, both written and verbal
- The ability to understand and execute instructions effectively
- Outstanding problem solving and analytical skills
- An energetic and positive attitude with the ability to establish priorities and make decisions
- The ability to work effectively with others under short deadlines in high-pressure situations
- The ability to exercise good judgment in a variety of situations
- Ability to work outside of normal business hours and on weekends, as needed

If you are looking for a challenging and exciting opportunity to work with an innovative, dynamic company, this is the position for you. Applicants may submit their resume from our [web site](http://www.heuristica.ca).