

## **eDiscovery Analyst, RCA (Relativity Certified Administrator)**

### **Toronto and Calgary**

Heuristica Discovery Counsel LLP is seeking two talented Relativity team players to join our dynamic fast paced firm. We have a position available in each of our Toronto and Calgary offices.

The successful candidate will play a key role in providing service excellence to both internal and external clients. The RCA is a highly collaborative individual who leverages her/his eDiscovery knowledge to architect and execute creative and effective workflow solutions that drive value and efficiency to service internal/external legal teams.

This role draws on technical knowledge as well as analytical and critical thinking skills to apply innovative customized solutions to support the legal teams.

Special consideration will be given to candidates with demonstrated ability and experience with Relativity script development.

### **Responsibilities:**

The RCA responsibilities will include but are not limited to;

- Provide technology support to internal legal and clients teams, including but not limited to;
  - Workflow design and architecture - i.e. Fields, views, layouts etc.
  - Post processing loading, quality control and indexing (analytics)
  - Search design and architecture
  - Custom solution design and architecture as required
  - Perform ad-hoc data queries for reporting and data analysis as required
  - Production architecture, quality control and exports eDiscovery processing leveraging best of breed technologies, including, but not limited to, the identification and remediation of data anomalies and application errors and failures
- Effective docketing, demonstrating clear value and compliance with firm docketing protocols
- Accurate record keeping, i.e. evidence, media, task logs and chronological work detail tracking and reporting
- Preparing and delivering end user technology training and best practices
- Performing other duties as may be required

### **Competencies/Qualifications:**

- Strong understanding of the EDRM (Electronic Discovery Reference Model)
- Practical knowledge of Boolean expressions
- Practical knowledge of regular expressions (regex)
- Relativity Certified or Certification ready and have experience working with Relativity
- Strong knowledge of:
  - Image formats



- Relational vs. flat databases
- Web-based applications
- Delimited file formats
- OCR / Extracted text
- dtSearch indexing and best practices
- Analytics and best practices
- Proficiency in Microsoft products:
  - MS Office: Excel; Word; PowerPoint; Access; SharePoint; MS Visio and Teams
- Ability to meet deadlines
- Ability to manage multiple tasks and priorities concurrently
- Understands the significance of quality control and disciplined processes
- Demonstrates flexibility
- Ability to understand, follow and contribute to the development of policies and processes
- Ability to work effectively within a team (both internal and external)
- Strong visual, verbal and written communication skills
- Ability to produce accurate and meaningful documentation
- Outstanding attention to detail
- Ability to analyze issues and make recommendations
- Ability to develop strong, value and loyalty-based relationships with team and clients
- Strong organizational and time management skills
- Superior customer service skills

**Working Conditions:**

Standard hours of operation are 9-5pm. The positions are based in our Toronto and Calgary offices with the ability to work remotely at the discretion of management. Due to the nature of our business, work outside of business hours will be required from time to time.