PNC Bank – eDiscovery & Information Governance Attorney

The eDiscovery & Information Governance Attorney will be responsible for overseeing all aspects of eDiscovery, including strategic initiatives and day-to-day operations. This includes building and managing the eDiscovery governance team, interacting with in-house, outside counsel, information technology, business units and compliance as well as third-party service providers, to ensure the quality, timeliness and efficiency of the end-to-end eDiscovery and information governance across all matters.

The eDiscovery & Information Governance Attorney will serve as the primary liaison between Legal and other business units for the purposes of coordinating and preparing for eDiscovery, digital investigation and compliance functions. They will be a technical expert and thought leader to the organization, will work with legal and business partners to develop best in class solutions to eDiscovery and information governance challenges. The eDiscovery & Information Governance Attorney should have the ability to work proactively with teams to build consensus across the company, including legal, compliance, IT and data security.

Key Responsibilities

- Overseeing all eDiscovery operations
- Providing legal support to Information Life Governance ("ILG") team
- Managing all eDiscovery vendors
- Collaborating with in-house and outside counsel and paralegals, providing consultative advice and support from matter inception to completion including identification, early case assessment, collection/preservation, review, production, and post-case remediation
- Leading eDiscovery Governance meetings
- Serving as a liaison between the legal team, IT personnel, line of business employees, and eDiscovery vendors by working closely with data collection teams to ensure timely and proper data collections; assisting with coordination of remote collections
- Designing and implementing eDiscovery and information governance policies, procedures and workflows
- Overseeing the administration and management of litigation holds, including assisting counsel with creating legal hold notices
- Coordinating the identification and preservation of data for terminated employees subject to legal hold and overseeing the preservation of data for legal hold custodians
- Designing and enforcing effective quality control measures, specifically in regard to evidence handling and chain of custody procedures
- Coordinating internal review capabilities (including collection/preservation, processing, review, and production) for smaller matters
- Implementing advanced early case assessment across data populations by analyzing search results, identifying and testing options for revising search terms, and sharing results with in-house and outside counsel
- Preparing recommendations on budgets, plans for reducing data volumes (through search, analytics, and/or advanced technologies), and defining work requirements for third party vendors
- Coordinating the post-case remediation and data disposition processes
- Attending relevant conferences (Sedona, CLOC) and continuing education to maintain current knowledge and develop best practices and cost reduction strategies.

Knowledge & Skills:

- o Thorough understanding of the litigation process, discovery, data retention and eDiscovery and information lifecycles
- o Substantial experience with litigation holds, collection standards, processing and production standards/concepts, data deduplication, filtering and culling, sensitive data screens, email threading, predictive coding, designing and executing search logic across large data sets using both regular expression and dtSearch syntax
- o Familiar with and conversant in data security, forensics and analytics, IT strategy, and common business applications
- o Knowledge of current and emerging laws and regulations, regulatory drivers, eDiscovery strategies, compliance standards and cutting edge technologies to enable effective governance of data and information in the financial services industry

Experience:

- – Bachelor's degree and JD required. MBA, Masters, or Ph.D. Emphasis on IT, Finance, Computer Science preferred, but not required.
- – Minimum 5+ years of experience in legal/compliance, risk, and/or governance related work; experience in financial services industry a plus
- – Minimum 5+ years of experience using legal technology, preferably in an advisory capacity
- – Experience delivering forensic technology and eDiscovery services
- – Proficient in any of the following products and tools: EnCase, FTK Imager, litigation-support software (preferably Exterro and Legal Hold Pro), Tymetrix 360, Smarsh, Relativity, Microsoft Exchange, SQL, image capture and viewing systems (i.e. DocuLex and iPro)
- – Industry qualifications such as Nuix eDiscovery Specialist, Relativity Certified Administrator or Relativity Certified Analytics Expert a plus