# Job Description: eDiscovery Paralegal with Forensics

**Location:** South Florida (Miami-Dade / Broward / Palm Beach Counties)
**Salary:** $75,000 per year (Full-Time, Exempt)
**Reports To:** Litigation Support / Forensic Manager

**Position Summary:**
The eDiscovery Paralegal with Forensics supports legal clients with managing electronically stored information (ESI) throughout the litigation process. This position focuses on forensic data collection, preservation, processing, and review while maintaining defensibility, security, and chain of custody. The candidate will work with sensitive data involving federal partners and must successfully pass a comprehensive background check.

**Key Responsibilities:**
• Manage all phases of the eDiscovery lifecycle, including identification, preservation, collection, processing, review, and production of ESI.
• Coordinate with attorneys, IT staff, and vendors to ensure compliance with legal and federal data handling standards.
• Utilize eDiscovery tools such as iCONECT, Nuix, Everlaw, and Relativity for document review, tagging, and productions.
• Assist with forensic imaging and analysis using mobile forensic tools (Cellebrite UFED/PA, GrayKey, Oxygen Forensics, Magnet AXIOM, etc.) for data extraction from mobile devices.
• Conduct hard drive imaging and targeted data extraction using tools such as EnCase and FTK Imager, following proper acquisition protocols, including write-blocker use and chain-of-custody documentation.
• Work with collaboration and messaging platform data (Microsoft Teams, Skype, Slack), reviewing, normalizing, and converting exported files (CSV, JSON, HTML) for ingestion into eDiscovery platforms using Message Crawler or similar tools.
• Prepare detailed technical reports for investigations, administrative hearings, and court proceedings.
• Support litigation teams in trial preparation, exhibits, and digital evidence presentation.
• Maintain data security and confidentiality, ensuring compliance with privacy laws such as GDPR, CCPA, and federal standards.
• Collaborate with federal partners and law enforcement on secure evidence handling and forensic protocols.

**Required Qualifications:**
• Associate’s or Bachelor’s degree in Paralegal Studies, Information Systems, Computer Forensics, or related field.
• 2–3 years of experience in eDiscovery or forensic data collection within a legal or government environment.
• Proficiency in forensic imaging, data acquisition, and eDiscovery workflows.
• Experience using forensic tools such as Cellebrite UFED/PA, GrayKey, Oxygen Forensics, Magnet AXIOM, EnCase, and FTK Imager.
• Proficiency with eDiscovery software such as Relativity, Nuix, Everlaw, and iCONECT.
• Strong understanding of metadata handling, legal holds, and chain-of-custody procedures.
• Excellent written communication skills, with ability to prepare detailed technical and investigative reports.
• Must be able to pass a federal background check and maintain eligibility for clearance.

**Preferred Qualifications:**
• Active Computer Forensics Examiner certification (e.g., Cellebrite CCO/CCPA, EnCE, GCFE, CCE, or CFCE).
• Experience with case management and ESI preservation oversight.
• Experience with Litigation Holds software and preservation tools such as Microsoft Purview.
• Experience collecting and preserving data from network file shares using standard forensic tools and techniques.
• Experience conducting cloud data acquisitions from Microsoft 365 or similar platforms.
• Certified E-Discovery Specialist (CEDS) or equivalent credential.

**Compensation & Benefits:**
• Annual Salary: $75,000.
• Comprehensive health, dental, and vision insurance.
• Paid time off, sick leave, and holidays.
• Professional development reimbursement for eDiscovery or forensic certifications.
• Flexible work schedule and potential hybrid arrangements.
• Opportunities for career advancement in forensic and eDiscovery management.

**Career Path:**
This position offers growth potential into Senior eDiscovery Paralegal, Digital Forensics Analyst, or Forensic Project Manager roles. The ideal candidate demonstrates initiative, technical expertise, and the ability to bridge the gap between legal and forensic disciplines in collaboration with federal partners. Some travel required to client sites as needed.