

DISCOVERY MANAGER

NEUFELD SCHECK & BRUSTIN, LLP

Neufeld Scheck & Brustin, LLP (NSB), a small national plaintiffs' civil rights law firm based in New York City, is looking to hire a Discovery Manager for a unique opportunity to manage document discovery in cutting-edge civil rights cases. Responsibilities include conducting and supervising document productions across cases, managing the firm's document management systems, and directly supervising and training NSB's paralegals on all aspects of document discovery.

About NSB:

At NSB, we represent individual plaintiffs in high-stake civil rights cases against police and other officials. Many of NSB's cases are §1983 suits on behalf of exonerees seeking redress for their wrongful convictions. NSB is lead counsel in over 30 cases throughout the country. Our mission is to win justice for our clients and hold officials accountable for misconduct through excellent legal work at every stage of every case. Our constitutional civil rights cases address timely criminal justice issues like false confessions, junk forensic science, and prosecutorial misconduct. The common theme in all our work is holding corrupt officials accountable and getting justice for individual clients.

Discovery Manager Role at NSB:

NSB anticipates that the Discovery Manager will:

- Manage discovery including drafting discovery requests, working on all aspects of document productions, reviewing documents and assisting in creation of privilege logs, and compiling documents for depositions;
- Recommend and implement discovery and case management protocols; and
- Provide on-going training to paralegals.

Who Should Apply:

NSB is looking for organized, detailed-oriented, proactive, problem-solving candidates with:

- A B.A. or B.S. (a J.D. is preferred);
- At least 5 years of experience in a fast-paced office working on civil litigation—preferably federal and plaintiff's-side—from document productions and depositions to trials;
- Demonstrated experience with document production software like Relativity or Nextpoint;
- A case calendaring background including scheduling case and internal deadlines pursuant to applicable statutes and sources;
- Experience drafting discovery requests, reviewing and analyzing evidence, indexing discovery documents, and assisting in privilege reviews and the creation of privilege logs;
- Strong written and oral communication skills;
- A commitment to social justice reform (pro bono representation, volunteer work, etc.); and
- Supervisory experience.

NSB is committed to serving its diverse clients and ensuring an office environment that is welcoming and respectful to people of all backgrounds. As an equal opportunity employer, NSB supports non-discrimination in the firm's employment practices. We strongly encourage applications from all candidates committed to holding officials accountable for their misconduct.

How to Apply:

NSB will accept applications for the Discovery Manager position on a rolling basis. Please email careers@nscivilrights.com with the following documents: (1) Cover Letter; (2) Resume; and (3) List of References. No telephone calls please.