



WE'RE HIRING!

eDISCOVERY PARALEGALS

Temporary eDiscovery Paralegals

Prominent West Los Angeles firm, representing public agency clients, specializing in land use and environmental law including California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), air quality and climate change, planning and zoning, and related issues is currently seeking:

Temporary paralegals for privilege review of voluminous electronic records using the Digital WarRoom platform (similar to Relativity and other cloud-based applications). The position is temporary and anticipated to last approximately two to three months with between 20 and 40 hours per week. Our Brentwood office is business casual and we are open to work-from-home/hybrid situations. Work hours and location are negotiable. The position(s) would start immediately.

Please email your resume and cover letter to hring@sohagi.com. No telephone calls please.

Required Skills & Experience

- Must have paralegal certificate or commensurate experience (see California Business & Professions Code §§ 6450- 6456)
- Knowledge of Microsoft Excel functions including filtering
- Experience with performing Boolean searches

Recent database management experience with web-based eDiscovery cloud applications, preferably Digital WarRoom, but including Relativity, NextPoint, Clearwell, etc. (other database document management programs such as Summation, Concordance may also be satisfactory).

Preferred Skills & Experience

- Familiarity with TimeSlips or other legal billing applications and experience billing clients for time spent
- Environmental/Public Land Use law experience
- Knowledge of the California Environmental Quality Act process
- Experience with Administrative Records in the California Environmental Quality Act matters
- Experience with Litigation in the California Environmental Quality Act context

