



Job Title: Junior Database Analyst	Job Code:
Department: Internet Services	Reports to: National Manager of Internet Services
Revision Date: January 12, 2010	FLSA: Non-exempt

Position Overview:

The Database Analyst is responsible for day-to-day tasking associated with the creation, maintenance, archival and deletion of internet-based litigation databases.

Essential Job Functions

- Creates, maintains, modifies and archives internet-based litigation databases supported by the company and special-use databases as required by the company or the company's clients.
- Performs database backups and re-indexing as per departmental schedule or as necessary for optimal database performance.
- Interfaces with Information Technology personnel to ensure that internet-based litigation databases are performing optimally.
- Provides technical support of internet-based litigation applications to colleagues and clients.
- Loads data, native application files and images into internet-based litigation databases.
- Exports data, native application files and images from internet-based litigation databases.
- Participates in technology upgrades, projects and solution testing as needed.
- Quality checks data received for loading and reports statistics on quality and quantity of data and images.
- Informs National Manager of Internet Services of project progress and issues.
- Performs other duties as required by the company.

Requirements

- High school diploma required, Bachelors Degree is preferred.
- 2 years experience within a litigation support environment is preferred.
- Familiarity with one or more of the following internet-based litigation applications: iConect, Relativity, Clearwell, Summation, and Concordance is preferred.

Other Skills/Abilities

- Adheres to company policies and procedures.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Has a good attendance record.
- Works overtime as needed.
- Is punctual and prepared to perform duties upon arrival.
- Performs work honestly, ethically and safely.
- Maintains confidentiality.
- Works both as part of a team and independently with appropriate supervision.
- Exercises good judgment in sensitive or stressful situations.
- Has a proven and demonstrable dedication to work product quality and client service.

Interested applicants, should submit their resume to: IS_employment@consultscarab.com

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the company and its' clients.