



JOB POSTING

Posted	Position	Contact
May 27, 2025	Litigation Support Specialist St. Louis	resumes@bakersterchi.com

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Litigation Support Specialist in the St. Louis office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position.

All candidates must understand the importance of upholding client confidentiality.

Duties and Responsibilities

- Assist attorneys and their legal teams with various tasks related to litigation.
- Manage litigation databases/eDiscovery review platforms including Reveal/Ipro and Opus 2.
- Oversee data loading, formatting and delivery both in-house and offsite.
- Troubleshoot and recommend technical solutions.
- Provide technical support to trial teams including trial software and databases, presentation software, video clip creation, exhibit annotation, and demonstrative exhibits and charts.
- Assist with researching, evaluating, recommending and maintaining litigation support equipment and software.
- Provide one-on-one or case team training on litigation technology applications and courtroom technology as needed.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington and Oregon. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.