

Database Administrator – ADR Legal Team

Reports to: ADR Practice Manager

FLSA Status: Non-Exempt

This IT professional will ensure that the software used to manage our new database is properly maintained to allow rapid access when needed. Because constant access, searches, traffic are likely to have a damaging effect on any company database, the DBA will work to maintain the efficiency of our servers. He or she will also work to ensure data security, coordinating with our IT security professionals and team to help maintain the integrity of sensitive business data.

One of the main jobs of the DBA is to keep the firm's information accessible in an efficient manner.

Job Duties: Primary duties consist of, but are not limited to the following:

- ✘ Installing and upgrading the database server and application tool;
- ✘ Allocating system storage and planning storage requirements for the database system;
- ✘ Enrolling users and maintaining system security;
- ✘ Updating and maintaining data points;
- ✘ Ensuring compliance with database vendor license agreement;
- ✘ Controlling and monitoring user access to the database;
- ✘ Monitoring and optimizing the performance of the database;
- ✘ Planning for backup and recovery of database information;
- ✘ Maintaining archived data;
- ✘ Backing up and restoring databases;
- ✘ Contacting database vendor for technical support;
- ✘ Generating various reports by querying from database as per need;
- ✘ Managing and monitoring data replication;
- ✘ Acting as liaison with users;
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- ✘ Generating various reports by querying from database as per need;
- ✘ Managing and monitoring data replication;
- ✘ Acting as liaison with users.

Skills:

- ✘ Takes responsibility for the accuracy and quality of the work performed and takes ownership of all assigned projects;
- ✘ Thorough analysis and self-checking of your own work is required;
- ✘ Able to cross-purpose knowledge and experience beneficially.

Qualifications:

- ✘ A background in IT work on database administration teams. Typically, an administrator works regular business hours during the week, but many companies require a DBA to be always available on call, in case of a system emergency.
- ✘ Must be highly proficient in Microsoft Azure and SQL. Microsoft PowerBI is a plus.
- ✘ Must be very thorough, show great attention to detail, and goal-oriented;
- ✘ Ability to meet deadlines and deliverables;
- ✘ Must be innovative and flexible in choice of sources, strategies and resource management;
- ✘ Must be a team-player, flexible with time, willing to take on additional responsibilities;
- ✘ Strong written and oral communication skills;
- ✘ Knowledge of databases, *i.e.*, Access, Oracle, OPEN_JSON or others, is a plus;
- ✘ Bachelor's degree in computer science, an associate degree in database administration, or a similar degree;
- ✘ 3-5 years related experience.

Please submit your resume and cover letter to careers@labaton.com.