



PARALEGAL

State government law office representing indigent criminal defendants on appeal seeks a full-time Paralegal to work in its downtown Detroit office. This position will support multiple attorneys with preparing and filing pleadings, retrieving documents, scheduling client visits and hearings, assisting with caseload management, and communicating with courts, prosecutors and clients. Previous paralegal or legal secretary experience is required and a degree or certificate in paralegal studies is preferred. Must have advanced Word skills and proficiency with Outlook and Adobe Acrobat. E-filing experience is a plus. Attention to detail, strong organizational, time management, communication and writing skills are a must. Starting salary: \$38,000. Fringe benefits include health, dental, 401k, and 12 paid holidays.

TO APPLY: Submit a cover letter and resume by April 6, 2015 to:

Attn: Wendy Schaub
State Appellate Defender Office
645 Griswold, Ste 3300
Detroit, MI 48226
Email: wschaub@sado.org Fax: 313-965-0372

SADO is an equal opportunity employer.