



**GENERAL CLERK  
WRONGFUL CONVICTION UNIT  
(Part-time, 2-year position: 18 hrs/wk; \$14.27/hr)**

Clerical support staffer needed at Michigan's State Appellate Defender Office in Detroit to assist Wrongful Conviction Unit attorney in providing legal representation to potentially wrongfully convicted indigent criminal defendants. This is a non-renewable, grant-funded position for two years. Duties include maintaining a database of clients, opening files, and securing pre-trial discovery and all transcripts for trial court proceedings.

Qualified candidates must be a high school graduate or equivalent with prior clerical experience, preferably one year or more in a law office, court or other legal setting. Must also be proficient with Microsoft Word and Outlook, Adobe Acrobat, the Internet, and general office equipment. Anticipated start date is May 11, 2015.

**TO APPLY:** Submit a cover letter and resume by April 10, 2015 to:

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

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