



Job Posting

Deadline: 08/19/2022

State Appellate Defender Office

3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

www.sado.org

@sadowich

Criminal Defense Resource Center Manager
Hybrid (remote/office)

Summary

Under the supervision of the Deputy Director, manages a special unit providing legal support services to assigned criminal defense counsel and public defenders throughout the state. The CDRC Manager oversees and directs the publication of books, manuals and newsletters, collects and organizes pleadings and resources in online databases, maintains and develops website content, develops and conducts training events for trial defense counsel, delivers legal information and research materials to public defenders and assigned counsel, and responds to legal questions, oversees independent contractors, and improves and creates resources for the defense bar. The position pays \$110,000 to start. A successful manager will earn up to \$147,000 through annual pay increases.

Essential Functions

1. Supervises the employees of the unit including managing the hiring, training, reviewing and evaluating performance, and responding to and resolving any personnel issues.
2. Oversees the monthly publication of the Criminal Defense Newsletter. Writes articles and reviews and edits articles from other sources. Supervises the layout, printing, and distribution.
3. Sets subscription pricing, tracks subscriber data, and evaluates costs within budget guidelines.
4. Oversees the publication of books and manuals annually providing collections on legal topics for appellate and trial attorneys. Plans manual content; retains, oversees, and edits the work of contract attorneys. Proposes budget for production costs and oversees the preparation, printing, and distribution.
5. Develops and maintains databases providing legal resources to practitioners. Screens, approves, and organizes briefs, pleadings, appellate decisions, and a variety of other relevant legal materials for inclusion in the database.
6. Supervises staff and outside contractors in the maintenance of www.sado.org, providing legal resources and collections to the public. Oversees the daily content updates to the site. Researches and initiates new multimedia applications for presenting information and training programs.

7. In collaboration with SADO's Deputy Director, develops and conducts training events for criminal defense attorneys throughout the state. Partners with other training providers, including the Criminal Defense Attorneys of Michigan, the Criminal Advocacy Program of Wayne Circuit Court, the Michigan Indigent Defense Commission, and local bar associations.
8. Provides research and responds to legal questions posed by attorneys contacting the unit for case consultation.
9. Represents the State Appellate Defender Office in interactions with other state agencies and organizations. Participates in projects and planning groups in sharing information and expertise developed by the unit.
10. Provides legal representation to indigent individuals in appellate and post-conviction matters.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Qualifications

Education: Juris Doctor (JD) from an accredited law school.

Required Experience:

- Five or more years of experience as a criminal defense appellate practitioner.
- Managerial and supervisory experience.
- Experience developing training content, programs, and publications.
- Proficient and advanced technological skills.

Other Requirements: Active membership in the State Bar of Michigan.

Benefits Provided

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution
- 13 paid holidays
- 3 weeks of paid vacation in year one
- Paid sick time and, for eligible employees, paid parental leave
- Long-term disability insurance
- Flexible work hours
- Hybrid work environment (remote/office)
- Paid training opportunities

To Apply

Submit your resume, cover letter, and a redacted writing sample to hr@sado.org by August 19, 2022.

Writing Sample Special Instructions: As part of its commitment to diversity in the workplace and its goal to prevent hiring bias, we ask that applicants submit redacted writing samples, which will be reviewed without access to applicant information and scored based on objective criteria. Your name, address, work affiliation, and other identifiers should be redacted from your writing sample. Files should be named generically, and your name should not be a part of the filename. For example, you can name the file WS1.pdf or WritingSample.pdf.

SADO is an equal opportunity employer. Individuals with past involvement in the justice system or who have loved ones currently or formerly in the justice system are strongly encouraged to apply, as are people of color, women, LGBTQ people, veterans, and people with disabilities.