



Job Posting

Deadline: 09/10/2023

State Appellate Defender Office
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202
www.SADO.org
@SADOmich

Paralegal
Hybrid (Remote/Office)

Summary:

Join Michigan's State Appellate Defender Office (SADO) as a full-time Paralegal to support and assist in legal representation of individuals sentenced to life without parole as youth. SADO represents clients throughout Michigan on appeal of their felony convictions. Salary will depend on experience and qualifications. The salary range is \$47,000 to \$64,800 with annual pay increases until the top of the range for satisfactory performance. The worksite will be in either Detroit or Lansing, based on employee's preference. Our office follows a hybrid workplace model that mixes in-office and remote work to offer flexibility and support to staff.

SADO's **Juvenile Lifer Unit** advocates for individuals who are serving unconstitutionally cruel and unusual life without parole sentences for crimes they committed as youth and who are now entitled to resentencing proceedings and for an opportunity for release from incarceration. Paralegals support the work of the Unit in a variety of ways. This position includes assembling and tracking relevant case data, preparing and filing legal documents, scheduling hearings, meetings, client visits, and more.

Qualifications:

- Must have paralegal or legal secretary experience;
- Advanced skills in the Microsoft Office suite;
- Proficiency with Adobe Acrobat and Excel;
- Ability to learn and utilize new technology on an ongoing basis;
- Ability to prioritize multiple client cases, deadlines, and demands;
- Ability to organize, interpret, and synthesize large quantities of information;
- Flexible and creative thinking;
- Ability to work as part of the defense team under the lead of the case attorneys and mitigation specialists, and maintain confidentiality;
- Self-motivated, with the ability to handle constructive feedback;
- Commitment to the inherent worth and dignity of clients;
- Commitment to cultural humility and cultural competency;
- A degree or certificate in paralegal studies is preferred.

SADO offers training and mentoring and fosters an environment of success and support. With offices in Detroit and Lansing, SADO's seventy-plus staff members form a community advocating for clients and a fair criminal legal system. Additionally, SADO provides the ability to work remotely. Visit www.sado.org to learn more.

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

SADO employees are members of the UAW Local 2200.

To Apply:

Submit a resume and a cover letter via email by September 10, 2023, to: HR@sado.org.
Applications without a resume and cover letter will not be considered.

The cover letter should address the reasons underlying your interest in the work of the Juvenile Lifer Unit and explain your commitment to working with incarcerated people and people convicted of crimes. Please also state your preferred worksite - Detroit or Lansing.

SADO is an equal opportunity employer and is committed to diversity, equity, and inclusion. We recognize people of color are disproportionately impacted by the criminal legal system and actively seek to employ staff with backgrounds representative of its clients and the defense community. We strongly encourage people of color, people with disabilities, veterans, LGBTQ people, and people directly affected by the criminal legal system to apply. A felony conviction does not prohibit employment at SADO.

If you are unable to send applicant materials electronically, please contact Human Resources at 313-420-2905 for assistance.

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