



Job Posting

Deadline: October 15, 2023

State Appellate Defender Office
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

www.sado.org

@sadamich

General Clerk

Summary:

Join Michigan's State Appellate Defender Office (SADO) as a full-time General Clerk at our midtown Detroit office. The General Clerk will perform a variety of clerical tasks in support of the organization's mission to provide legal representation for people who cannot afford their own attorneys to appeal their criminal convictions. Salary will depend on experience and qualifications. The salary range is \$39,145 to \$52,644 with annual pay increases until the top of the range for satisfactory performance.

Job Responsibilities:

- Process and route incoming and outgoing mail
- Scan and download files and large volumes of records
- Answer phones and greet office visitors
- Process and organize closed files
- Enter data into various software applications and retrieve information
- Stock supplies
- Organize office space
- Prepare and send routine correspondence and assist with mass mailings
- Pick-up records in the metro-Detroit area as needed

Qualifications:

- High school graduation or equivalent
- Previous clerical experience is desirable, including dealing with the public
- Proficiency with Microsoft Word, Microsoft Outlook, Adobe Acrobat, and general office equipment
- Attention to detail, strong organization and prioritization skills, and the ability to multi-task
- Ability to communicate and deal effectively with others
- Dependability and punctuality are required

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
- Paid training opportunities

SADO employees are members of the UAW Local 2200.

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. Visit www.sado.org to learn more.

To Apply:

Submit a resume and a cover letter via email by October 15, 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 working in a supportive role with our organization and your commitment to working with incarcerated people and people convicted of crimes.

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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