



**Job Posting**

**Deadline: June 9, 2024**

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

[www.sado.org](http://www.sado.org)

@sadamich | @sadoreentry

## **Paralegal**

Hybrid (Remote/Office)

### **Job Summary**

Join Michigan's State Appellate Defender Office (SADO) in our Lansing office as a Paralegal, as we work statewide to represent people as they appeal their felony convictions. We focus on our clients as people and actively work to challenge injustices and disparities in the criminal legal system based on race, class, ability, behavioral health, and other identifying characteristics and statuses. The position pays from \$47,000 to \$64,800, depending on experience. Our office follows a hybrid workplace model that mixes in-office and remote work to offer flexibility and support to staff.

### **Job Responsibilities**

Paralegals support the work of the attorneys, mitigation specialists, and investigators in a variety of ways. Job responsibilities include assembling and tracking relevant case data and documents, preparing and filing legal documents, composing and mailing correspondence, and scheduling hearings, meetings, client visits, and more. SADO is an innovative environment and encourages creativity in core staff to improve our work for our clients.

### **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.

## About Us

SADO is an independently governed state legal agency with offices in midtown Detroit and Lansing. Our eighty staff members form a community advocating for the people we represent and a fairer criminal legal system. Visit [www.sado.org](http://www.sado.org) to learn more.

## Benefits

State employee benefits are comprehensive and include:

- 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 June 9, 2024, to [hr@sado.org](mailto:hr@sado.org) and include "Job ID 06-2024" in the subject line. **Applications without a resume and cover letter will not be considered.**

The cover letter should address 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 the people we represent 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 have questions about this application or are unable to send application materials electronically, please contact Human Resources at 313-420-2942 for assistance.

[www.SADO.org](http://www.SADO.org) | @SADOmich | @SADOreentry