



Job Posting

Deadline: July 26, 2024

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

www.sado.org

@sadamich | @sadoreentry

Assignment Coordinator

Hybrid (Remote/Office)

Job Summary

Join Michigan's State Appellate Defender Office (SADO) in our Lansing office as an Assignment Coordinator for the Michigan Appellate Assigned Counsel System (MAACS). Under the direction of the MAACS Administrator, the coordinator will support the system for ensuring the independent assignment of quality appellate counsel in all indigent felony appeals throughout the state.

MAACS operates statewide to represent people who appeal their felony convictions through supervision and administration of a roster of private attorneys who accept court-appointed felony appeals. 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 \$47,084 to \$76,420 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

- Compiling and maintaining detailed information regarding roster attorneys in database systems
- Ensuring accuracy of local and regional assignment lists
- Reviewing appellate counsel appointment orders to ensure accuracy
- Serving signed orders of appointment to clients and e-filing in the Court of Appeals
- Interacting with roster attorneys and trial court staff and preparing correspondence
- Operating the MAACS web-based assignment system and attorney client visit interface
- Processing incoming mail

Qualifications

- Understand and apply the MAACS Regulations, Minimum Standards for Indigent Criminal Appellate Defense Services, the Michigan Court Rules, and other administrative procedures and direction
- Technical aptitude, including the ability to understand relational databases and agency data systems

- Proficiency with general office equipment and computer programs such as Microsoft Word, Outlook, Excel, Adobe Acrobat, and the Internet
- Ability to plan, problem-solve, and make creative and thoughtful decisions
- Writing proficiency and the ability to communicate, meet, and deal effectively with a team
- Ability to prioritize multiple deadlines, and demands
- Self-motivated with the ability to handle constructive feedback
- Commitment to the inherent worth and dignity of clients
- A degree or certificate in paralegal studies preferred

About Us

MAACS is a division of SADO, an independently governed state legal agency with offices in midtown Detroit and Lansing. Our eighty staff members form a community advocating for people we represent and a fairer criminal legal system. Visit <http://www.sado.org/maacs> 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 July 26, 2024, to hr@sado.org and include "Job ID 09-2024" 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.

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