



STATE APPELLATE DEFENDER OFFICE  
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

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

Job Posting

Deadline: Open until filled

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## MAACS MITIGATION SPECIALIST (Hybrid)

### Job Summary

The Michigan Appellate Assigned Counsel System (MAACS), a division of the State Appellate Defender Office (SADO), seeks to hire a full-time Mitigation Specialist to assist in legal representation of clients appearing for resentencing hearings. Mitigation Specialists are a crucial part of the defense team and work with attorneys and clients to develop strategy for new sentencing hearings. The Mitigation Specialist will perform a variety of functions with the end goal of improving sentencing outcomes for clients. This position begins in October 2024, is located in Detroit or Lansing, and offers flexible remote work options. The position is grant funded through September 30, 2025, with an annual salary of \$53,953.

### About MAACS

SADO is a state public appellate defense agency with about 80 staff members and offices in Detroit and Lansing. MAACS is a division within SADO and administers the appointment of felony appellate counsel in Michigan trial courts from a roster of approximately 110 private attorneys and SADO. MAACS and SADO merged for management purposes in 2014. The consolidated MAACS/SADO agency is overseen by the Appellate Defender Commission under MCL 780.711 et. seq. Additional information about MAACS is available at [www.sado.org/maacs](http://www.sado.org/maacs) and <http://www.sado.org/Page/16/Appellate-Defender-Commission-Annual-Reports>.

### Job duties

Job duties include, but are not limited to:

- Travel to or videoconferencing with correctional institutions to visit with incarcerated clients to learn about their background, the facts of the offense, current experiences while incarcerated, and specific needs upon release;
- Interview family, friends, community members, service and housing providers, and other individuals to compile material in mitigation of sentence, including reentry plans;
- Obtain, analyze and summarize records and documents, including prison records, social files, school records, and medical and mental health records;
- Prepare reports, including client and witness interview memos, social history reports, sentencing memoranda, and comprehensive reentry plans;
- Identify and consult with appropriate experts to obtain reports and prepare for hearings;
- Prepare clients for testifying in court or presenting allocution;
- Provide client coaching in preparation for parole (or other) hearings, which may include attending parole hearings on a client's behalf;
- Provide post-incarceration support to individuals coming home from incarceration, which includes locating and connecting clients to direct-service providers, in partnership with SADO's Project Reentry;
- Responsible for all necessary clerical duties for individual work, including case management, mailing materials to clients, and staying in regular communication clients, attorneys, and other team members.

## Qualifications

- Commitment to client-centered, zealous advocacy, to the inherent worth and dignity of clients, and to cultural humility and cultural competency;
- Education in social work, social science, psychology, forensic psychology, journalism, anthropology, criminal justice, or a related field;
- Knowledge of the criminal justice system, preferably in Michigan;
- Experience in investigation;
- Excellent communication, interviewing, and interpersonal skills;
- The ability to prioritize a significant workload and high-volume caseload;
- Ability to work flexible hours, including evenings, nights, and early mornings, and to travel throughout the state to attend hearings, meet with incarcerated clients, interview witnesses, and obtain mitigation material;
- Outstanding writing and organizational skills;
- Flexible and creative thinking;
- The ability to work as part of the defense team under the lead of the case attorney, and maintain confidentiality;
- Proficiency with Microsoft Word and Outlook, Adobe Acrobat, Excel, and general office equipment.

SADO offers training and mentoring and fosters an environment of success and support. With offices in Detroit and Lansing, SADO staff members form a community advocating for clients and a fair criminal legal system. Additionally, SADO provides the ability to work remotely as needed. Visit [www.sado.org](http://www.sado.org) to learn more.

## Benefits

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution
- Paid vacation and sick leave
- 13 paid holidays
- Paid parental leave
- Long-term disability insurance
- Flexible spending accounts
- Flexible work hours
- Work from home options
- Paid training opportunities

Social Work Licensure supervision is available.  
SADO employees are members of the UAW Local 2200.

## To apply

Submit a resume, cover letter, and redacted writing sample. The cover letter should address your commitment to working with incarcerated people and people convicted of crimes. Applications should be emailed to [hr@sado.org](mailto:hr@sado.org) and include "Job ID 16-2024" in the subject line. ***Applications without a resume, cover letter, and writing sample will not be considered.***

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 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 our clients. 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 313-420-2942 for assistance.

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