



Job Posting

Deadline: October 2, 2026

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

www.sado.org

@sadomich | @sadoreentry

Paralegal Supervisor

Job Summary

SADO is hiring a Paralegal Supervisor to join the leadership team. This is a new position and requires a legal professional who is adaptable, creative, motivated, and meticulous. The Paralegal Supervisor should look forward to helping us build something new with this position and to advancing SADO as a client-centered public defender office. The Paralegal Supervisor will foster the professional and skill development of our paralegal staff; onboard and train paralegals; schedule coverage; ensure proper distribution of resources and case assistance; supervise the work of all paralegals; provide timely feedback; address personnel issues; assist with budget advocacy; and work with other leaders across units to ensure efficient and excellent representation of clients. The Paralegal Supervisor will maintain their own small caseload of paralegal assignments. Under the supervision of the Deputy Director of the Public Defender Division, the Paralegal Supervisor will work with other members of leadership, including Managing Attorneys and Investigation, Reentry, and Mitigation Supervisors. The Paralegal Supervisor will work in either the Detroit or Lansing office. Regular in-office presence is required for this position in both our Detroit and Lansing offices, though some remote work is permitted.

Job Responsibilities

1. Supervises and directs the work activities of paralegals in both the Lansing and Detroit offices.
2. Provides feedback and review of paralegal performance, including caseload management.
3. Ensures compliance with all internal policies and procedures and the Michigan Rules of Professional Conduct.
4. Working with the Training Director, helps to onboard and train new and veteran paralegals. Focuses on skill and professional development of paralegals.
5. Monitors scheduling and ensures proper case coverage during periods of leave.
6. Assures proper distribution of resources and case assistance across units.
7. Maintains a reduced caseload and provides assistance and back up to teams when needed.
8. Develops and updates Internal Operating Procedures under the direction of the Deputy Director of the Public Defender Division.
9. Centralizes and updates resources and databases, such as county contacts and local procedures and practices.
10. Prepares operational reports and analyses as needed and requested by the Director.
11. Works with state and local bar associations, criminal legal system reform organizations, and stakeholders in indigent defense systems and services.

12. Thinks creatively about ways to improve how SADO operates and how SADO serves our clients. Working together with the leadership team, helps implement procedures that increase collaboration, team development, and best client-centered practices.
13. Working with IT, stays up-to-date with technology, LegalServer, SharePoint, etc., and thinks expansively about how to better use technology office wide.
14. Incorporates SADO's values into its role, responsibilities, and leadership style.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Qualifications

Must have at least 5 years of experience as a paralegal. Paralegal certification is preferred. Experience in a managerial or supervisory capacity is preferred. Candidates must be a current resident of or relocate to Michigan by hire date.

Salary

The position pays from \$75,887 to \$113,148, depending on experience.

Benefits

State employee benefits are comprehensive and include:

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution (partial vesting begins at 2 years)
- 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)
- Casual dress as appropriate
- Paid training opportunities
- Annual pay increases up to the maximum of the pay range with satisfactory performance

To Apply

Submit a resume and cover letter addressing the following:

- Why you are interested in the position
- Why you are the best person for the position, including detailing your qualifications
- What you have done at SADO or another organization to lead and mentor your colleagues
- Initiatives you have implemented at SADO or another organization
- Your vision for SADO's paralegal team

Applications should be emailed by October 2, 2026 to jobs@sado.org and include "Paralegal Supervisor 2026-12" in the subject line.

SADO is an equal opportunity employer and is committed to diversity, equity, and inclusion. 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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