



## Job Posting

Deadline: January 31, 2025

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

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

@sadamich

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## General Clerk

### Job 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 \$41,258 to \$58,255 with annual pay increases to 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, including moving equipment and furniture as needed
- Prepare and send routine correspondence and assist with mass mailings
- Pick-up records in the metro-Detroit area as needed

### More About Us

SADO is an independently governed state legal agency, with offices in midtown Detroit and Lansing, and approximately 90 staff members and growing. We represent people who cannot afford their own attorneys appealing their criminal convictions and we fight to make the criminal legal system fair. Our efforts range from arguing cases before the Michigan Supreme Court to assisting released clients return to their communities. To learn more, visit [www.sado.org](http://www.sado.org) and follow us on social media.

### 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
- Ability to lift, push, and pull up to 50 lbs.
- Dependability and punctuality are required

## Benefits Provided

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
- Paid training opportunities

SADO employees are members of the UAW Local 2200.

## To Apply

Submit a resume and a cover letter via email by January 31, 2025, to [HR@sado.org](mailto: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 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