



Job Posting

Deadline: June 12, 2026

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

www.sado.org

@sadamich | @sadoreentry

General Clerk

Detroit

Job Summary

Join Michigan's State Appellate Defender Office (SADO) as a full-time General Clerk at our Detroit office. The General Clerk performs 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. The position pays from \$42,490 to \$60,009, depending on experience and qualifications.

About Us

SADO is an independently governed state legal agency with offices in Detroit and Lansing. Our 100-plus staff members form a community advocating for the people we represent and a fairer criminal legal system. Visit www.sado.org to learn more.

Job Responsibilities

Specific duties include, but are not limited to:

- Answer phones and greet office visitors
- Process and route incoming and outgoing mail
- Scan and download files and large volumes of records
- Process and organize closed files
- Enter data into various software applications and retrieve information
- Stock supplies
- Organize office space, including moving equipment and furniture with assistance as needed
- Prepare and send routine correspondence and assist with mass mailings
- Pick-up records in the metro-Detroit area as needed

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
- Ability to work Monday through Friday, from 8:30am to 4:30pm

Benefits Provided

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
- Paid training opportunities
- Casual dress as appropriate
- Annual pay increases up to the maximum of the pay range with satisfactory performance

SADO employees are members of the UAW Local 412.

To Apply

Submit a resume and a cover letter via email by June 12, 2026, to jobs@sado.org and include "General Clerk 2026-05" in the subject line. 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. 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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