

STATE APPELLATE DEFENDER OFFICE

DAWN VAN HOEK
DIRECTOR

JONATHAN SACKS
DEPUTY DIRECTOR

www.sado.org



MAIN OFFICE:
PENOBSCOT BLDG., STE 3300
645 GRISWOLD
DETROIT, MI 48226-4281
Phone: 313.256.9833 • Fax: 313.965.0372

JOB ANNOUNCEMENT

Administrator, Michigan Appellate Assigned Counsel System

Posting date: October 6, 2014

Applications due: October 27, 2014

The Michigan Appellate Assigned Counsel System (MAACS) seeks an Administrator to work in Lansing, Michigan.

The MAACS Administrator is a licensed attorney with at least 5 years of experience handling criminal appeals or public defense assignments. MAACS roster experience and license in Michigan or comparable experience in other states preferred. Administrative and management experience, and advanced technological skills, are essential.

Job responsibilities

The MAACS Administrator manages operations of the statewide appellate assigned counsel system, and supervises a small staff, located in Lansing. Approximately 150 private attorneys participate as assigned appellate counsel, paid by counties. The Administrator reports directly to the Director of the State Appellate Defender Office (SADO), who manages both MAACS and SADO. The consolidated MAACS/SADO agency is state-funded, and overseen by the Appellate Defender Commission, pursuant to MCL 780.711 et seq.

Responsibilities of the MAACS Administrator include:

- Direct supervision of MAACS personnel (currently three)
- Supervision of the case assignment process, including caseload levels
- Supervision of roster development and operation
- Performance review of roster attorneys
- Development and delivery of training content for roster attorneys, in conjunction with SADO's Criminal Defense Resource Center
- Support to roster attorneys on case-related issues
- Response to client inquiries and complaints
- Communication with courts and local designating authorities on assignment matters
- Advocacy on fee issues

Salary information

Starting salary range: \$90-95k. Fringe benefits include health, dental, 401k, and 12 paid holidays.

Application process

Applicants should submit a letter of interest, resume, and writing sample to Wendy Schaub, wschaub@sado.org, no later than October 27, 2014.