



Job Posting

Deadline: November 10, 2024

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

www.sado.org

@sadmich | @sadoreentry

Voucher Review Attorney

Hybrid (Remote/Office)

Job Summary

The Michigan Appellate Assigned Counsel System (MAACS), a division of the State Appellate Defender Office (SADO), is hiring a criminal appellate attorney, with experience in private billing and/or managing a private law practice, to review and audit vouchers of MAACS roster attorneys, private counsel assigned to represent people appealing criminal convictions. Compensation ranges from \$88,071 to \$144,865 depending on experience. Our office follows a hybrid workplace model that mixes in-office and remote work to offer flexibility and support to staff. This position is for either the Detroit or Lansing office.

Starting Fiscal Year 2024, the State of Michigan made a funding commitment to compensate MAACS roster attorneys at Michigan Indigent Defense Commission rates of \$137 to \$149 per hour. MAACS has an annual budget of \$3.2 million to reimburse counties at a 1:1 ratio for the additional funds required to pay these increased rates. MAACS has developed and implemented a monthly vouchering program and quarterly payment system for the roster attorneys.

Job Responsibilities

The Voucher Review Attorney will be responsible for working with the MAACS accounting staff in reviewing and monitoring the vouchers submitted by the roster attorneys. The Voucher Review Attorney will also be responsible for responding to any inquiries from court staff as to the reasonableness of the submitted voucher.

Job duties include, but are not limited to:

- Monitoring MAACS's annual fund for private counsel legal fees and enforcing policies and procedures.
- Performing reviews and audits of legal service bills for compliance with billing policies and procedures, including the reasonableness of the time expended for each legal service.
- Meeting with roster attorneys if necessary to review all supporting documentation and billing procedures.
- Performing legal research and drafting memoranda, correspondence or other documents.
- Utilizing internal case management systems to develop, maintain, and analyze statistical reports.
- Recommending policies and procedures to minimize the risk of fraud, waste and abuse.
- Professionally communicating information regarding audits and billing policies in

- response to attorney and court inquiries; and
- Other duties as assigned.
- The successful candidate may carry a limited appellate caseload, subject to other job responsibilities.

Qualifications

- Candidate must be a licensed attorney in Michigan with experience in Michigan criminal appeals.
- Preference will be given to attorneys with experience managing a private law practice or similar public sector experience.
- Experience tracking time and billing clients for legal services rendered in their cases.
- Professional writing skills, including the ability to draft detailed, comprehensive and accurate reports, pleadings, correspondence and other documents.
- Solid analytical and investigative skills and the ability to analyze and summarize large amounts of information and data.
- Proficiency with Windows, MS Word, Excel, Access or similar programs.
- Ability to strictly adhere to confidentiality requirements.
- A degree in accounting or knowledge of the principles of accounting in government systems is desirable but not required.

Benefits

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
- Hybrid work environment (remote/office)
- Paid training opportunities

SADO employees are members of the UAW Local 2200.

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 to learn more.

To Apply

Submit a cover letter, resume, and a redacted writing sample. The cover letter should state your interest in the position and address your commitment to working with incarcerated people and people convicted of crimes. Applications should be emailed by November 10, 2024, to hr@sado.org and include "Job ID 2024-18" 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 | www.mimaacs.org | @SADOmich