

EMPLOYMENT OPPORTUNITY

SAGINAW DEFENDERS OFFICE

POSITION: Paralegal / Legal Secretary – Full-Time

The Saginaw Defenders Office is seeking a motivated and detail-oriented Paralegal or Legal Secretary to join our team. This is a full-time position supporting attorneys in the representation of indigent clients in criminal cases.

Responsibilities:

- Prepare, proofread, and file a variety of legal documents, pleadings, motions, and correspondence.
- Maintain and organize electronic and physical case files.
- Schedule hearings, meetings, and client appointments.
- Communicate professionally with clients, court personnel, attorneys, and other agencies.
- Assist attorneys with case preparation and administrative support.
- Manage deadlines and ensure timely filing of court documents.

Qualifications:

- Prior experience as a paralegal, legal secretary, or in a legal office is required.
- Demonstrated experience preparing legal documents.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office and legal case management systems.
- Ability to manage multiple priorities in a fast-paced environment.

Benefits:

- Competitive salary based on experience.
- Comprehensive benefits package.
- Paid holidays and paid time off.
- Opportunity to work in a collaborative and mission-driven environment.

This description is intended to describe the type and level of work to be performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required.

To apply, please submit a resume and cover letter to: Saginaw Defenders Office, 803 Court Street, Saginaw, MI 48602; by email to amedd@saginawdefenders.org