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Staff Attorney Position

Appellate Defenders, Inc. (ADI) is hiring a full-time staff attorney with experience in criminal law. Join us in the rewarding work of representing indigent parties in the California Court of Appeal in criminal law appeals and supporting dedicated attorneys who are appointed by the appellate courts in a wide variety of felony and juvenile appeals.

ADI is a non-profit law office that also acts as an administrator under the Rules of Court, rule 8.300(e) for the Fourth Appellate District Court of Appeal.

We offer a collegial, collaborative, and committed environment with attorneys who are dedicated to improving the quality of indigent appellate representation in California. We encourage and support our staff attorneys with a hybrid work environment, allowing for work in office and offsite, with flexibility at heart.

Primary Responsibilities

- Training and guidance to a panel of attorneys who are appointed by the Fourth District Court of Appeal in a wide variety of felony criminal and juvenile delinquency cases.
- Providing the Fourth Appellate District Court of Appeal with a variety of administrative services, including, but not limited to, monitoring the progress of cases, reviewing notices of appeal, and processing compensation claims submitted by panel attorneys.
- Training, developing, and recruiting of the panel through the creation of resource materials, presentation of MCLE seminars, and outreach.
- Collaborating with other criminal defense organizations to develop resources and MCLE training for the criminal indigent defense community.
- Representing clients in appellate proceedings.

Job Prerequisites

- Demonstrated interest in criminal law.
- Five to 10 years of criminal law experience in California state law, including research and writing at the appellate level.
- Exemplary research and writing skills.
- Respectful and professional communication with colleagues, support staff, panel attorneys, court personnel, opposing counsel, trial attorneys, and clients.
- Ability to manage a wide variety of projects with attention to detail and timely compliance with deadlines.
- Proficient in Microsoft Word, Adobe Acrobat, electronic transcripts, and the ability to troubleshoot and resolve basic technology problems.

Additional Posting Information

The ADI office is located in downtown San Diego. ADI offers flexible and hybrid work schedules. Currently, ADI holds an in-person staff meeting once a month.

Candidates must be able to start no later than June 1, 2023. The salary range for the staff attorney position is \$105,000 to \$142,000. The actual compensation offered to a candidate will be dependent on a variety of factors, including, but not limited to, the candidate's years of relevant experience, qualifications, and other job-related factors, consistent with all applicable laws. ADI offers a robust benefits package and retirement plans are available.

To apply, submit your cover letter, resume, and two writing samples (opening briefs or writs preferred) to Lynelle Hee at lkh@adi-sandiego.com. In your cover letter, please describe your interest and qualifications for the staff attorney position (your practice areas, seminars presented, articles written, etc.).

Application Deadline: Position open until filled. Please submit applications by Friday, April 28, 2023.

ADI is an equal opportunity employer.