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Criminal Law Staff Attorney Position

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

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 on 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 criminal and juvenile delinquency, juvenile dependency, and mental health cases. This staff attorney position would work with our criminal law attorney team.
- 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 training seminars, and outreach.
- Collaborating with other criminal defense organizations to develop resources and training for the criminal indigent defense community.
- Representing clients in appellate proceedings.

Job Prerequisites

- Demonstrated interest in representing indigent parties.
- Criminal law experience. A minimum of either:
 - one year of appellate experience; or,
 - three years of trial experience including litigating motions or writs.
- 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.
- Applicants must reside within California, southern California preferred.

Additional Posting Information

The ADI office is located in downtown San Diego. ADI offers flexible, hybrid work schedules. ADI holds an in-person staff meeting once every other month. This is a full-time position.

Candidates must be able to start no later than September 1, 2025. The salary range for the staff attorney position is \$104,500 to \$144,257. The actual compensation offered to a candidate will depend 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 ikh@adi-sandiego.com. In your cover letter, please describe your interest and qualifications for the staff attorney position, including your practice areas, seminars presented, articles written, etc.

Application Deadline: Position open until filled. **Please submit applications by Friday, May 16, 2025.**

ADI is an equal opportunity employer.