

March 31, 2014

Ms. Sharon Lowery
City Clerk
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Re: Municipal Court Judge Position

Dear Ms. Lowery,

I write to formally express my interest in the Municipal Court Judge position that has recently been posted. My resume is enclosed for your review as well.

My present position as an Assistant Solicitor with the City of Dunwoody over the last year and a half causes me to be attuned to the specific quality of life crimes and others that are particular to this city. I started my career as a prosecutor in 1998 at the Atlanta Municipal Court wherein I prosecuted city ordinance violations and misdemeanor traffic offenses. After that, I moved to the Gwinnett Solicitor's Office and specialized in the prosecution of DUI's and other traffic offenses for six years. I then went to the Dekalb Solicitor's Office and served as a Senior Assistant Solicitor for another five and a half years.

Given my experience, background and training, I believe I would be an exceptional candidate for a Municipal Court Judge position with the City of Dunwoody. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Sharon Dickson
Enclosure

SHARON DICKSON

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor, May 1995

University of Miami Merit Scholarship Recipient

Spelman College, Atlanta, GA Bachelor of Arts in Political Science, May 1992

Magna Cum Laude Graduate

Vassar College, Poughkeepsie, NY

Domestic Exchange, Political Science Student, Fall 1990

Concentration on International Comparative Political Science

EXPERIENCE

Riley McLendon, LLC, Marietta, GA

Assistant Solicitor (August 2012 – Present)

Serve as a prosecutor in the municipal courts of Sandy Springs, Johns Creek, Dunwoody and Doraville. Conduct pretrial conferences at arraignments, accuse cases, negotiate plea agreements for misdemeanor offenses and city ordinance violations, review discovery motions and provide discovery for certain city ordinance violations, review motions, respond to attorneys, clerks, witnesses and defendants regarding inquiries about cases in respective jurisdictions, determine whether cases are appropriate for pretrial diversion, assist with E-court preparation and arraignment, try misdemeanor and city ordinance violations.

Dekalb County Solicitor's Office, Decatur, GA

Senior Assistant Solicitor (April 2007 – October 2012)

Acted as lead attorney for courtroom division staff, acted as DUI Court prosecutor, trained police recruits, accused cases, prosecuted DUI, animal cruelty, battery, educational neglect and other misdemeanor offenses by jury and bench trial, selected juries, negotiated plea agreements, argued motions to suppress using specialized knowledge of the law, conducted bond hearings, researched and wrote appellate briefs, tried cases as a special prosecutor for other jurisdictions and screened cases for pretrial diversion unit.

Gwinnett County Solicitor's Office, Lawrenceville, GA

Assistant Solicitor (March 2001 – April 2007)

Supervised a courtroom division of three employees, prosecuted DUI offenses and other misdemeanors by jury and bench trial, selected juries, negotiated pleas, argued motions to suppress, tried environmental, code enforcement and animal cruelty cases, researched and wrote appellate briefs and tried cases as a special prosecutor which presented a conflict for other jurisdictions.

City of Atlanta Solicitor's Office, Atlanta, GA

Assistant Solicitor (April 1998 – February 2001)

Prosecuted criminal and quasi-criminal cases including housing, fire, commercial maintenance, and zoning violations, conducted bench trials for city ordinance violations and preliminary hearings for misdemeanor and felony offenses, negotiated guilty pleas, recommended bonds for defendants, wrote protective orders for victims of domestic violence and prosecuted domestic violence cases.

Dwight L. Thomas, P.C., Atlanta, GA

Law Clerk (September – November 1996)

Researched criminal law issues, wrote relevant briefs and memoranda of law, drafted pleadings, prepared case files for litigation, interviewed incarcerated persons; assisted with jury selection.

Law Offices of Cecily Robinson-Duffie, North Miami Beach, Florida

Law Clerk (March – June 1996)

Researched state and federal criminal appellate and procedural issues, prepared case files for appeal and wrote relevant memoranda of law.

Legal Services of Greater Miami, Miami, Florida

Intern (Spring 1995)

Investigated cases, conducted client interviews, prepared case reviews and wrote memoranda of law.

Honorable Wilkie Ferguson

Judicial Intern (Summer 1993)

Third District Court of Appeal, Miami, FL

Researched and wrote memoranda of law, drafted case summaries on issues ranging from criminal and family law to worker's compensation and observed court proceedings.

Professional Affiliations

Member of Georgia State Bar

Member of Dekalb County Bar Association

Activities

Interests include assisting children with sports and after school activities, piano and alto saxophone, creative writing and art.

References and Writing Sample Available Upon Request