

April 24, 2015

City Manager
David A. Rutherford
392 N. Main Street
Crossville, TN 38555

Dear Mr. Rutherford,

I am writing to express my interest in the position of Alternate Administrative Hearing Officer.

I have served several years as an attorney in Crossville, Tennessee, where I have been repeatedly recognized for my legal services, competency for looking after a client's interests and my professional conduct.

I am responsible for private client work including: civil court, trooper traffic court, criminal defense, probate and family court, chancery court, estates, wills and property disputes. I possess excellent verbal and communication skills with a pleasant, assertive manner. I am able to handle a high work load with good problem solving skills.

I am eager to complete the MTAS training, pursuant to Public Chapter No. 1128 of the 2010 Public Acts, in order to hear violations of certain locally adopted codes, including building codes and property maintenance ordinances.

I believe my experience in settlement conferences will provide me with qualifications that will aid in speedy disposition of the actions. These qualifications include scheduling pretrial conferences pursuant to T.C.A. §6-54-1005 in order to simplify the issues, limit the number of hearing witnesses and possibly obtaining admissions of fact and of documents that will avoid unnecessary proof.

If you have any further questions, I can be reached by phone at (615) 426-4425. Thank you for your time and I look forward to hearing from you.

Sincerely,

Tiffany Lyon