



Office of the City Manager, Kenny Smith
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P 770.229.6408 F 678.692.0403 W cityofgriffin.com

December 21, 2016

Mr. Kenny Smith
City Manager
100 South Hill Street
Griffin, Georgia 30223

RE: Letter of Consideration for Appointment as City of Griffin Solicitor

Dear Mr. Smith,

Please accept this letter as my request for consideration to be appointed as the City Solicitor for the Municipal Court of the City of Griffin.

For the past two years, I have served as the City Solicitor for the Municipal Court, handling ordinance violations, as well as misdemeanor violations of both state and local law. Further, I have actively prosecuted over two hundred properties in an effort to eliminate blight and substandard housing within the City.

Over the past five months, I have actively participated in the assessment and needed restructuring of the Court, working with other City personnel to ensure a more efficient, judicious process for those subject to the Court. It is my hope that through continuous efforts of those involved in the assessment, the Municipal Court of the City of Griffin will be a shining example for other cities in our State.

Attached to this letter is a copy of the complete resume for your review. If there is anything else you need in order to consider me for this position, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Whatley O'Connor".

Jessica Whatley O'Connor

Growing, TOGETHER

Board Of Commissioners: Cynthia Ward • Cora Flowers • Ryan McLemore • David Brock • Rodney McCord • Doug Hollberg • Dick Morrow, Chairman

Jessica Whatley O'Connor

The City of Griffin
100 South Hill Street
Post Office Box T (30224)
Griffin, Georgia 30223
Telephone: 770.229.6408
Facsimile: 678.692.0403
Email: joconnor@cityofgriffin.com

LICENSURE:

November 2009

- **Georgia State Bar**, Bar Number 752608

EDUCATION AND EMPLOYMENT:

January 2002 – May 2005

- **Auburn University**, Auburn, Alabama
Bachelor of Liberal Arts in Political Science, Graduated Cum Laude
Honors and Activities: Golden Key National Honor Society, Phi Lambda Sigma, Tau Sigma Honor Society, National Society of Collegiate Scholars, Dean's List, National Dean's List, and Student Alumni Association.

August 2006 – May 2009

- **Cumberland School of Law, Samford University**, Birmingham, Alabama
Juris Doctor, May 2009
Honors and Activities: Dean's List, Phi Alpha Delta Law Fraternity International, Georgia Student Bar Association, Street Law, Women in Law, and Habitat for Humanity.

June 2011 – June 2016

- **The Whalen Law Firm**, Griffin, Georgia, Associate Attorney
Providing clients with legal representation in all state and federal courts with a primary focus in municipal law and litigation. We provide defense litigation for participants in the Georgia Interlocal Risk Management Agency. I specifically specialize in municipal code enforcement and nuisance abatement with the City of Griffin and City of McDonough.

January 2014 – June 2016

- **The City of McDonough**, McDonough, Georgia, Assistant City Solicitor
Actively prosecuted defendants in misdemeanor criminal and code enforcement cases within the jurisdiction of the City Charter, ordinances, and Georgia State Statutes that are within the original jurisdiction of the McDonough Municipal Court.

January 2015 – Present

- **The City of Griffin**, Griffin, Georgia, City Solicitor
Actively prosecuting defendants in misdemeanor criminal and code enforcement cases within the jurisdiction of the City Charter, ordinances, and Georgia State Statutes that are within the original jurisdiction of the Griffin Municipal Court.

July 2016 – Present

- **The City of Griffin**, Griffin, Georgia, Staff Attorney
Working under the immediate supervision of the City Manager to provide legal representation to the numerous departments of the City through contract drafting, negotiations, ordinance preparation and analysis, and other daily legal matters.

PROFESSIONAL ORGANIZATIONS AND ACHIEVEMENTS:

- State Bar of Georgia Member, 2009 to present
- General Practice and Trial Section of State Bar of Georgia, 2009 to present
- Young Lawyers Division of State Bar of Georgia, 2009 to present
- International Municipal Lawyers Association Member, 2011 to present