

TIME RECEIVED	REMOTE CSID	DURATION	PAGES	STATUS
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**November 24, 2015**

**Melanie L. Lawson**

403 Springdale Drive  
Union, SC 29379  
Phone: 864-427-0970  
Cell: 864-251-2284  
Work: 864-429-1720

**Dear Governor Nikki Haley,**


**I wish to apply for the position of Union County Clerk of Court.**

**My enclosed resume provides you with an overview of my relevant experiences and training. I have over 23 years experience with Union County in the Sheriff's Office and also in the Clerk of Courts Office. I have 12 years supervisory and managerial experience as a leader in the Clerk of Courts' Office with a staff of three.**

**I wish to build on these achievements and take on the Clerk of Courts' position. I can offer a combination of experience and knowledge from all areas of the Clerk's Office.**

**I would be delighted to discuss my application further with you. I can easily be contacted by phone.**

**Yours Sincerely,**



**Melanie L. Lawson**

**Melanie L. Lawson**  
**403 Springdale Drive**  
**Union, South Carolina 29379**  
**864-427-0970**

**Objective:** To use my work experience to manage the Clerk of Court Office as efficiently and professionally as possible.

<b>Experience:</b>													
Jan. 2013-Present	Zoning Administrator for City of Union												
1997-Nov. 2012	<p>Family Court Clerk Coordinator/Deputy Clerk</p> <p>Family Court Supervisor</p> <p>Overseen daily operations in Family Court/Child Support and all Child Support Clerks</p> <p>Attended Court during Rule days and Bench Warrant hearings</p> <p>Scheduled all Family Court hearings</p> <p>Handled appointments for all attorneys for DSS Abuse/Neglect Cases</p> <p>Handled all end of month reports and checks for County Treasurer</p> <p>Issued all Bench Warrants and Rules to Show Cause</p> <p>Worked General Sessions Court on an "as needed" basis</p> <p>Worked various areas in the Clerk of Courts' Office when necessary</p>												
1993-1997	<p>Child Support Clerk</p> <p>Posted payments, fees, and fines</p> <p>Filed all new cases</p> <p>Waited on Public</p> <p>Ran daily and monthly reports</p>												
1989-1993	<p>Dispatcher for Union County Sheriff</p> <p>Took Emergency and Non-Emergency calls for Sheriff</p>												
<b>References:</b>	<table> <tr> <td data-bbox="397 1481 950 1512">Union County Supervisor, Frank Hart</td><td data-bbox="966 1481 1437 1512"><b>Phone:</b> 864-441-2219</td></tr> <tr> <td data-bbox="397 1512 950 1543">Retired Sheriff/SLED Agent William Jolly</td><td data-bbox="966 1512 1437 1543">864-426-0057</td></tr> <tr> <td data-bbox="397 1543 950 1574">Chief Deputy, Perry Haney</td><td data-bbox="966 1543 1437 1574">864-466-6567</td></tr> <tr> <td data-bbox="397 1574 950 1605">Magistrate Jimmy Crocker</td><td data-bbox="966 1574 1437 1605">864-429-1648</td></tr> <tr> <td data-bbox="397 1605 950 1636">Magistrate Jeff Bailey</td><td data-bbox="966 1605 1437 1636">864-429-6133</td></tr> <tr> <td data-bbox="397 1636 950 1688">Chief of Police, Sam White</td><td data-bbox="966 1636 1437 1688">864-429-1710</td></tr> </table>	Union County Supervisor, Frank Hart	<b>Phone:</b> 864-441-2219	Retired Sheriff/SLED Agent William Jolly	864-426-0057	Chief Deputy, Perry Haney	864-466-6567	Magistrate Jimmy Crocker	864-429-1648	Magistrate Jeff Bailey	864-429-6133	Chief of Police, Sam White	864-429-1710
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**Sheriff David H. Taylor**  
**UNION COUNTY SHERIFF'S OFFICE**

November 25, 2015

Please accept this as a letter of reference for Melanie Lawson for Clerk of Court. I feel that Melanie is qualified to be Clerk of Court for Union County. Melanie has worked in the Clerk of Court's Office for a number of years and has extensive knowledge of the Child Support Services Division and is very familiar with other aspects of the office.

Based on the amount of time that I have had the opportunity to work with Melanie, I feel that she is capable of being Clerk of Court for Union County, SC.

Sincerely,

David H. Taylor, SHERIFF

UNION COUNTY, SC



**Sheriff David H. Taylor**  
**UNION COUNTY SHERIFF'S OFFICE**

November 24, 2015

To Whom It May Concern:

This is to verify and confirm that I have personally known Mrs. Melanie Lawson and her family for many years. I know her to be a person of good character, integrity, and high moral standards. She is dependable, hardworking and has many years clerical, courtroom and administrative experience and training. I would not hesitate to recommend her for any position due to her qualifications and experience.

Sincerely,

A handwritten signature in black ink, appearing to read "Perry Haney", with a long horizontal stroke extending to the right.

Perry Haney, CHIEF DEPUTY  
UNION COUNTY SHERIFFS OFFICE  
UNION, SC

Niel Mckown, Director

Union County Detention Center

1657 Jonesville Hwy, Union SC 29379

[nmkeown@countyofunion.com](mailto:nmkeown@countyofunion.com)

864 426-6960

November 24, 2015

Governor Haley

I would respectfully ask that you consider Melony Lawson for the upcoming Union County Clerk of Court appointment. I began a working relationship with her approximately twenty-five years ago at the Union County Sheriff's Office. After I became director of the Union County Detention Center in 2006 our professional relationship continued. She was then Deputy Clerk of Court here in Union and was my go to person anytime I had a question concerning court/inmate issues. She has always been the type of person to help solve a problem anytime I have ever asked for her guidance in issues concerning the Detention Center.

Again I do hope that you will review her qualifications because Union County plainly needs someone that can get the job done so that we can move forward.

Sincerely,



Niel Mckeown