



## REQUEST FOR QUALIFICATIONS

Brookville Town Council will receive Letters of Interest for 2022 Town Attorney contract.

Letter of Interest, qualifications and supporting data may be forwarded by registered mail addressed to the Brookville Town Council, 1020 Franklin Avenue, Brookville, Indiana 47012, delivered in person to the Brookville Town Administration Building, or emailed to [clerk@brookvilleindiana.org](mailto:clerk@brookvilleindiana.org) before 4:00 P.M. on Friday, January 21, 2022.

The Town Attorney shall be contracted for routine attendance of Town Council meetings, plus hourly fees for unique services such as litigation, bond issues at standard fee schedules, work with administrative agencies, real estate transactions, certification work, planning and zoning meetings, representation of town utilities, or other similar additional services at the hourly rate of said attorney, and, in addition, if special counsel such as bond counsel is used by said attorney and said town, then such special counsel fees shall be paid at the standard rate of said special counsel.

Qualifications to perform this position successfully, an individual or a representative(s) of a law firm must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required:

**EDUCATION AND/OR EXPERIENCE** • Must have a Juris Doctorate Degree from an approved law school. • Must be licensed to practice law in the State of Indiana. • Must maintain a Certificate of Good Standing as an attorney as issued by the Supreme Court of Indiana. • Must have municipal law experience of at least five to ten (5-10) years. **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED** • Ability to communicate clearly and concisely, both verbally and in writing. • Ability to establish and maintain cooperative working relationships. • Ability to work in a collaborative team environment, but with the ability to work independently. **CERTIFICATES, LICENSES, REGISTRATIONS** • Indiana Bar Admission.

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation