

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Clerical Associate	Level: II
Title Code:	10251	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Counter Operations Clerk	Salary: \$25,608 - \$38,150 (new hire) \$29,449 - \$38,150 (Incumbent Rate)
Division/Work Unit:	Licensing and Standards Counter Operations	No. of Positions: 2

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services and livery cars, black car services, luxury limousines, commuter vans and paratransit services. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient. The TLC's licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries ranging from yellow taxi drivers to commuter van base owners. In total, there are 14 different license types with over 125,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, accepting and evaluating applicant submissions and ensuring that licensees maintain the high standards of conduct established by the TLC through proactive compliance monitoring of licensing requirements. The Division strives to provide a high level of customer and client services for our licensees so that they can provide a safe, comfortable and convenient ride for their passengers.

The Taxi and Limousine Commission (TLC) is looking for highly motivated and positive individuals who enjoy the challenges and rewards of working with the public and are committed to providing service to others. Specific responsibilities will include, but are not limited to:

- Processes applications, fees and relevant documents for licensing
- Reviews all information for compliance with agency rules and regulations
- Inputs and retrieves data
- Generates receipts for payment of licensing fees
- Responds to telephone and in-person inquiries
- Filing

PREFERRED QUALIFICATIONS

- Knowledge of Access, Microsoft Word and Excel;
- Prior data entry experience;
- Previous customer service experience with exceptional interpersonal skills;

New York City Residency Required

QUALIFICATION REQUIREMENTS

- A four-year high school diploma or its educational equivalent and one year of satisfactory clerical experience.

To apply please submit 2 copies of cover letter and 2 copies of resume to:

Carmen Rojas
NYC Taxi & Limousine Commission
Human Resources Department
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: August 15, 2007

Post Until: August 31, 2007

JVN: 156-08-03

The NYC Taxi and Limousine Commission is an Equal Opportunity Employer