

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

Civil Service Title:	Community Associate	Level:
Title Code:	56057	Work Location: 24-55 BQE West Woodside., N.Y.
Office Title:	Community Associate	Salary: \$16.36/Hour (New Hire) \$18.81/Hour (Incumbent Rate)
Division/Work Unit:	Uniformed Services Bureau/ Safety & Emissions Division	No. of Positions: 1

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**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 par transit 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 Safety and Emissions Division is responsible for the Inspection of NYC's 13000+ medallion taxis. 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.

Under direct supervision, the job duties will include, but not be limited to:

- Attends customer service window, reviews submitted documents for accuracy and performs necessary actions.
- Assists in the maintenance of Agency files and retrieval of documents.
- Responds to questions from public and provides general direction as appropriate.
- Processes applications, fees and relevant documents for Safety & Emissions division.
- Enters information and data into the Agency database and retrieves data as necessary.

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**QUALIFICATION REQUIREMENTS**

- 1) High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above; or
- 2) Education and/or experience which is equivalent to "1" above.

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**PREFERRED SKILLS**

- Candidate must have strong communications skills, and be able to work well in a team-oriented environment.
  - Knowledge of Microsoft Word, Excel and Access.
  - Customer Service.
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To apply, please submit 2 copies of cover letter and 2 copies of resume To:

NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
40 Rector Street - 5<sup>th</sup> Floor  
New York, New York 10006

Post Date: April 22, 2008	Post Until: May 7, 2008	JVN: 156-08-23
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer