

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

Civil Service Title:	Community Assistant	Level:	
Title Code:	56056	Work Location:	32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Community Assistant	Salary:	\$13.34/Hour (Full-Time Per Diem)
Division/Work Unit:	Adjudications Division/ Data Entry Unit	No. of Positions:	1

JOB DESCRIPTION

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. Responsibilities will include:

- ✓ Entering summonses received from the TLC Enforcement Unit as well as the New York City Police Department into the Taxi Automated Management Information System (TAMIS).
- ✓ Mailing summonses, when necessary, to respondents.
- ✓ Conducting research on TLC issued licenses.
- ✓ Creating licenses in TAMIS.
- ✓ Assuring summonses are in date of hearing order.
- ✓ Assuring disposition issued by the Administrative Law Judges are accurately and properly entered into TAMIS.

PREFERRED SKILLS

- ✓ Ability to deal with the public.
- ✓ Customer service skills.

QUALIFICATION REQUIREMENTS

- 1) There are no formal education or experience requirements for this position. However, the ability to understand and carryout simple instructions is required.
- 2) Candidates must be able to understand and be understood in English. For certain assignments, the ability to speak a foreign language may be required.
- 3) For certain assignments the ability to perform specific physical tasks may be required.

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

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

Post Date: October 2, 2006	Post Until: October 11, 2006	JVN: 156-07-03
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer