

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

Civil Service Title:	Executive Agency Counsel	Level:	M1
Title Code:	95005	Work Location:	32-02 Queens Boulevard Long Island City, N.Y. 11101
Office Title:	Deputy Chief	Salary:	\$49,492-\$136,198 (New Hire)
Service Representative	Administrative Law Judge		\$53,373-\$136,198 (Incumbent Rate)
Division/Work Unit:	Adjudications	No. of Positions:	1

JOB DESCRIPTION

The New York City Taxi & Limousine Commission (TLC) has approximately 70 part-time per diem administrative law judges (ALJs) that work at 4 different Adjudications Tribunals. Under general direction, the Deputy Chief ALJs are responsible to the Chief Administrative Law Judge for coordinating and implementing the procedures and practices of the day-to-day operations of the judges. The Deputy Chief ALJs assist the Chief ALJ with scheduling, time and leave, resource allocation, hearing room time management, compliance with due process requirements, compliance with local laws, and other managerial and administrative functions pertaining to ALJs as are necessary for the daily functioning of the Tribunal. Candidates should be committed to providing service to the public while understanding the dynamics of administrative hearings, including a clear and accurate understanding of the law, and be willing to work closely with operations managers, supervisors and staff. Deputy Chief Administrative Law Judge responsibilities will include:

- ✓ Keeping abreast of TLC rules and regulations, vehicle and traffic rules and regulations, leading TLC appeals, other court precedents, and other local rules and regulations that affect the TLC's hearing and appeals processes.
- ✓ Assisting the Chief ALJ in conducting ongoing training of ALJs regarding substantive law and procedures.
- ✓ Assisting the Chief ALJ in developing recommendations for new Tribunal procedures and working with relevant Agency personnel to ensure that proposed changes are operationally feasible.
- ✓ Assisting the Chief ALJ in keeping ALJs informed of any changes in laws, rules, regulations, leading appeals and administrative procedures.
- ✓ Assisting the Chief ALJ in managing ALJ scheduling, time and leave and hearing room management.
- ✓ Assisting the Chief ALJ in conducting disciplinary conferences for ALJs who violate the Rules of Conduct for Administrative Law Judges and Hearing Officers of the City of New York or fail to meet the requirements for an ALJ.
- ✓ Assisting the Chief ALJ in maintaining statistics regarding resource allocation and hearing room time management.
- ✓ Assisting the Chief ALJ in performing any other duties necessary to execute the responsibilities of the office of the Deputy Chief ALJ, including but not limited to serving as liaison to operations managers, supervisors and staff.
- ✓ Presiding over hearings and/or appeals cases.

PREFERRED QUALIFICATIONS

- ✓ At least 2 years experience managing people.
- ✓ Admitted to the Bar for at least 5 years and have 5 years of recent relevant legal experience subsequent to admission to the Bar, preferably hearing officer, administrative law, or litigation experience.
- ✓ Ability to analyze complex issues and data related to management, allocation of resources, and court administration.
- ✓ Ability to train, supervise and coordinate the activities of professional staff.
- ✓ Ability to evaluate staff performance against job requirements.
- ✓ Ability to communicate technical concepts to non-technical people.
- ✓ Ability to organize and manage complex projects.
- ✓ Ability to establish work and resource priorities.
- ✓ Ability to write clear and concise memoranda, letters and opinions.
- ✓ Ability to handle sensitive matters on a confidential basis.
- ✓ Ability to understand and follow oral and written instructions.
- ✓ Proficiency in Microsoft Word, Word, Access, Lexis and Internet Explorer.

QUALIFICATION REQUIREMENTS

Admission to the New York State Bar; and 4 years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

NEW YORK CITY RESIDENCY REQUIRED

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

Carmen Rojas
Human Resources Department
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: April 14, 2010	Post Until: April 30, 2010	JVN: 156-2010-009889
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer