

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

Civil Service Title: Community Associate Level: N/A  
Title Code: 56057 Work Location: 40 Rector Street  
New York City 10006  
Office Title: Consumer Advocate Salary: \$ 32,321.00 (New Hire)  
\$ 37,169.00 -\$53,788 (Incumbent Rate)  
Division/Work Unit: Uniformed Services Division No. of Positions: 1

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**JOB DESCRIPTION**

The Taxi and Limousine Commission is responsible for regulating the for-hire industry in New York City. The Uniformed Services Division enforces the rules and regulations of the Commission. We investigate complainants by the public about our licensees and when appropriate issue summonses and represent the complainant before our tribunal.

Under supervision, performs the following clerical and related work with latitude for independent judgment:

- Review complaint folder to ensure all documents needed for the hearing are present and make copies of any documents that are needed or run data or trip sheet reports.
- Contact the complainant to ensure that he/she is available on the hearing date and prepared to testify.
- Present the Commission's case before the administrative hearing officer.
- Prepare any paperwork that is needed after the case is completed
- Perform any additional clerical work as needed.

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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**

- Articulate or public speaking experience.
  - Advocacy experience.
  - Proficient with Microsoft Word, Excel and Access.
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To Apply, Please Submit 2 copies of your Cover Letter and 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: July 26, 2010	Post Until: July 29, 2010	JVN: 156-2011-012078
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer