

**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:	Clerical Associate	Salary:	\$14.58/hour - \$21.72/hour (new hire) \$16.76/hour - \$21.72/hour (Incumbent Rate)
Division/Work Unit:	Adjudications	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:

- Processing and entering summonses dispositions for guilty my mail as well as processing all motions to vacate. Entering all New York City Police Department summonses in (TAMIS) and update Administrative Law Judges (ALJs) dispositions into TAMIS.
- The monitoring and coordination of the consumer telephone hearings calendar with enforcement. Including the adjournment and rescheduling of consumer telephone hearings on a daily basis.
- Input incoming appeals in TAMIS and ACCESS, prepare ALJ sign-out sheet for appeal folders, maintain filing system for appeal folders, having court records pulled for each appeal filed, tracking appeals, locating audio recordings for appeals, mailing appeals decisions with cover letter to respondent and their representative and the Commission, updating TAMIS and ACCESS to reflect decision on appeal, placing closed appeals folders in boxes for storage.

PREFERRED QUALIFICATIONS

- ✓ Knowledge of Access, Microsoft Word and Excel.
- ✓ Prior data entry experience.

QUALIFICATION REQUIREMENTS

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

Skill Requirement: Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

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: February 23, 2009	Post Until: March 13, 2009	JVN: 156-09-04
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer