

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

Civil Service Title:	Investigator	Level:
Title Code:	31105	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	License Fitness Investigator	Salary: \$34,977 - \$55,848 (New Hire) \$40,224 - \$55,848 (Incumbent)
Division/Work Unit:	Licensing and Standards	No. of Positions: 3

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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 paratransit services. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. The TLC's Licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries ranging from yellow taxi drivers to commuter van base owners. In total, there are 14 different license types with over 150,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, accepting and evaluating applicant submissions and ensuring that licensees maintain the high standards of conduct established by the TLC through proactive compliance monitoring of licensing requirements.

The successful applicant will conduct interviews and/or request documentation or information from applicants in order to properly assess, evaluate and recommend whether the applicant is Fit to be issued a license by the TLC. Critical analysis and adherence to legal regulatory guidelines in balancing and making a fair fitness determination considering this agency's legitimate commitment and interest in protecting the safety and welfare of the riding public as well as an applicant's request to be licensed is required.

Specific responsibilities include:

- Review application documents to ensure all necessary information/records are complete. Review applicant's background and history (Criminal, DMV, and/or TLC) and determine and request if any additional documents or information are necessary and relevant to determine the applicant's fitness for licensure.
- Prepare review outlines, justification documents, and recommendations for review by senior management.
- Examine and evaluate all documents/responses submitted and received and determine if the information is sufficient to make a decision on the license application.
- Prepare Fitness Decision letters consistent with TLC Rules and Administrative Code Fitness standards or schedule an interview to investigate further to determine the applicant's fitness. Schedule and conduct interview according to Agency protocols and guidelines; evaluate credibility and relevant facts and determine the applicant's fitness for a TLC license. Prepare Fitness Decision letter consistent with TLC Rule and Administrative Code Fitness standards.
- Provide information for report summarizing the results of application investigations and interviews.
- Determine if "Warrant Clearance" is needed based upon a review of provided material and/or material obtained through direct investigation and research.
- Data enter or assist as required in the management of the information needed to facilitate data entry into one or more computer data record systems used for the interview and licensing process. This includes scheduling, tracking and recommendation\decision software as well as all TLC mainframe systems.

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**NYC Residency Required within 90 Days of Appointment**

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**QUALIFICATION REQUIREMENTS**

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and or/location of evidence or information in order build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college and two years satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college; or
4. Education and/or experience equivalent to "1", "2" or "3" above.

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**PREFERRED SKILLS/QUALIFICATION**

- BA/BS degree.
- Skilled in effective, clear and persuasive oral and written communications.
- Critical, insightful and intelligent investigative and organized factual processing skills.
- Ability to be objective and thorough in conducting review, investigation, interview and analysis.
- Knowledge of and experience in working with administrative law and procedures.
- Administrative hearing experience a plus.

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To apply, please submit 2 copies of resume and 2 copies of cover letter to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
33 Beaver Street – 22nd Floor  
New York, New York 10004

Post Date: June 17, 2011	Post Until: July 8, 2011	JVN: 156-11-87799
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer