

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

Civil Service Title:	Agency Attorney	Level:	I
Title Code:	30087	Work Location:	32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Licensing Standards Fitness Review Supervisor	Salary:	\$53,181 - \$81,189 (New Hire) \$61,158 - \$81,189 (Incumbent)
Division/Work Unit:	Licensing and Standards	No. of Positions:	1

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. 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. The Division is responsible for developing and setting applicant standards and accepting and evaluating applicant submissions.

Under the direction of Division Management, with wide latitude for independent initiative and judgment, will perform interview investigations and Fitness evaluations, train, supervise, and manage a staff of investigators to properly assess, evaluate and recommend whether applicants are fit to be licensed by the TLC. The Fitness analysis must be reviewed and evaluated in accordance with the guidelines and legal requirements of New York State Correction Law Article 23-A "Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses". Specific responsibilities will include:

- Perform investigations, interviews and final decisions and direct a staff of Investigator/Reviewers in their review of applicants and their records to determine their "Fitness" for TLC licensure and ensure that the analysis and final decisions are in compliance with the legal statutory parameters directed by New York State Correction Law Article 23-A, Section 753.
- Supervise, direct and assist the Clerical support staff in all facets of the operation. Monitors and resolves daily operational issues and inquiries.
- Reviews investigators' and clerical staff's work product. Identifies, communicates and recommends resolution of legal and operational issues or problems including the quality or efficiency of the unit's operation and ensuring that proper legal standards and protections are applied in determining what past records are subject to review.
- Review final Fitness determinations to ensure, as directed by New York State Correction Law Article 23-A Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses.
- Ensure all TLC Rules and the NYC Administrative Code guidelines are followed.
- Advises and assists in training investigator/reviewers and clerical support staff and participates in their supervision and evaluation. Reviews and makes recommendations for new and revised procedures.
- Prepares statistical and analytical reports with respect to the interview process on an as needed basis.
- Data entry as required in one or more systems used for the interview process.

QUALIFICATION REQUIREMENTS

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

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

NYC Residency Required Within 90 Days of Appointment

PREFERRED SKILLS

- BA/BS/JD degree.
- Experience in supervision, training or mentoring of subordinate and/or peers
- 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 and advocacy skills experience a plus.

To apply please submit 2 copies of cover letter and 2 copies of resume to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
33 Beaver Street – 22nd Floor
New York, New York 10004
E-Mail: jobsatTLC@tlc.nyc.gov

Post Date: June 21, 2011	Post Until: July 12, 2011	JVN: 156-11-87894
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer