

**City of New York  
TAXI & LIMOUSINE COMMISSION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Clerical Associate	<b>Level:</b> 02
<b>Title Code No:</b> 10251	<b>Salary:</b> \$25,608 - \$38,150 (New Hire) \$29,449 - \$38,150 (Incumbent)
<b>Office Title:</b> Applicant Licensing Specialist	<b>Work location:</b> 32-02 Queens Blvd., Long Island City, NY
<b>Division/Work Unit:</b> Licensing and Standards	<b>Number of Positions:</b> 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. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient. 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 125,000 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 Division strives to provide a high level of customer and client services for our licensees so that they can provide a safe, comfortable and convenient ride for their passengers.

Under the direction of the Supervisor of Applicant Licensing/Owner Licensing, the successful candidate will perform work in various aspects of the application and license issuance process. Responsibilities will include, but not be limited to the following:

- Review and verify incoming data from applicants and update appropriate information into the Taxi Automated Management Information System (TAMIS) and Access Program. Review all information for compliance with agency rules and regulations.
- Perform work assignments to meet deadlines, organize, maintain and continually update files o improve efficiency and accessibility.
- Processes applications, fees and relevant documents for licensing.
- Respond to questions from the public and provide general direction as appropriate.
- Perform work pertaining to the sorting of records, files and reports using alphabetical and numerical procedures to material as received in either primary or secondary file locations.
- Proctoring of exams for potential licensees.
- Assist supervisor with various special projects.

**Qualification Requirements**

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

**Skills Requirement**

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

**Preferred Skills**

- Strong analytical, interpersonal and teamwork skills.
- Skilled in effective, clear and persuasive oral and written communications. A candidate's bi-lingual ability will be a strong component in the selection process.
- Strong computer and technical skills including, but not limited to Word, Excel, Access and Outlook.

**To Apply:**

Please submit 2 copies of resume and 2 copies of cover letter to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Department  
40 Rector Street - 5th Floor  
New York, New York 10006

<b>Post Date:</b> 1/12/2009	<b>Post Until:</b> 1/23/2009	<b>JVN:</b> 156-2009-003344
-----------------------------	------------------------------	-----------------------------

**The City of New York is an Equal Opportunity Employer**

