

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

Civil Service Title:	Executive Agency Counsel	Level:	M-II
Title Code:	95005	Work Location:	40 Rector Street New York, N.Y. 10006
Office Title:	Deputy General Counsel	Salary:	\$54,740 - \$146,276 (New Hire) \$59,032 - \$146,276 (Incumbent)
Division/Work Unit:	Office of Legal Affairs	No. of Positions:	1

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**JOB DESCRIPTION**

The Taxi and Limousine Commission is a dynamic agency pursuing cutting edge initiatives in the regulation of the for-hire transportation industries. (Candidates are invited to browse the Commission's Web site, at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).) The general counsel is the Commission's chief legal officer and the head of the Commission's Office of Legal Affairs, which includes 14 full-time staff, including eight lawyers. Working closely with the general counsel, the deputy general counsel's responsibilities will include:

- Day-to-day supervision of Office of Legal Affairs staff
- Management of litigation brought by and against the Commission, its officials and employees
- Integrity control for the Office of Legal Affairs
- Coordination of continuing legal education
- Special projects and other assignments

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**QUALIFICATION REQUIREMENTS**

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

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

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**PREFERRED SKILLS AND EXPERIENCE**

In addition to the minimum qualifications, the ideal candidate will have the following skills and experience:

- Familiarity with government procurement contracting, legislative and regulatory drafting, and federal and state litigation practice
- Ability to use databases to monitor workload, anticipate and diagnose problems, and identify trends
- Exemplary adherence to professional standards and collegiality that will serve as a model for legal and clerical staff
- Aptitude for creating a positive work environment and motivating legal and clerical staff to produce high quality work product
- Ability to produce high quality work under tight deadlines
- Initiative, judgment, maturity, good humor, positive attitude, and willingness to work hard

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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  
40 Rector Street - 5<sup>th</sup> Floor  
New York, New York 10006

Post Date: July 23, 2009	Post Until: August 13, 2009	JVN: 156-2010-005634
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer