

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

Civil Service Title: Community Associate Level:
Title Code: 56057 Work Location: 32-02 Queens Blvd
Long Island City, NY 11101
Office Title: Administrative Assistant Salary: \$32,321 - \$53,788 (New Hire)
\$37,169 - \$53,788 (Incumbent)
Division/Work Unit: Uniform Services Bureau No. of Positions: 1

JOB DESCRIPTION

The Uniform Services Bureau (USB) is responsible for enforcing TLC's rules and regulations, and consumer complaints. A new Unit has been formed to prosecute various summonses generated by various data TLC collects and also to present consumer complaints where the consumer can testify in person or by telephone. The Administrative Assistant will be responsible for making sure all needed documentation is in the files so that the cases can be prosecuted. Typing appeals, contacting consumers regarding their cases, coordinating schedules of the hearings and staff presenting the cases. Preparing reports for the Director of the Unit and other people in the agency regarding the work of the unit.

PREFERRED SKILLS

- Excellent communication skills.
- Strong interpersonal and teamwork skills.
- Ability to adapt to a fluid work environment and changing needs and priorities.
- Computer literacy, including the use of Microsoft applications including Excel.
- Typing skills
- Detail oriented and strong organization skills.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;

Or

2. Education and/or experience which is equivalent to "1" above.

New York City Residency Required

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

Post Date: August 18, 2009	Post Until: September 1, 2009	JVN: 156-2010-005979
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer