

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

Civil Service Title:	Clerical Associate	Level:	4
Title Code:	10251	Work Location:	40 Rector Street, New York, N.Y. 10006
Office Title:	Clerical Associate	Salary:	\$33,740 - \$52,966 (New Hire) \$38,801 - \$52,966 (Incumbent Rate)
Division/Work Unit:	Office of Public Affairs	No. of Positions:	1

JOB DESCRIPTION

Under supervision, with latitude for independent judgment, performs moderately difficult clerical/administrative duties in a busy public affairs office. Responsible for performing the following tasks: monitor/coordinate deputy commissioner's calendar/schedule and coordinate meetings/events as required; screen and answer telephone calls, take detailed and accurate telephone messages (including those generated by voicemail), and provide accurate information to callers using good judgment and discretion; make appropriate telephone referrals and transfers; create and maintain logs of telephone calls, mail and e-mail correspondence; coordinate correspondence assigned to Public Affairs Unit with Chairman's office; prepare and distribute media clips and assist in monitoring of news media; collect statistical data for use in reports and briefings; assist in preparation and layout of agency newsletter and other agency publications with supervision; assist in update of agency Web site; serve as back-up for other senior support staff. Candidate must be strongly self-motivated!

PREFERRED SKILLS

Candidate should have superior organizational skills, and be experienced with Microsoft Windows, Word and Excel and have practical working knowledge of desktop publishing software (PageMaker and/or Microsoft Publisher), Access, Power Point and Photoshop. Candidate should demonstrate ability to work under pressure in order to meet deadlines, have excellent written and oral communications skills, and demonstrate occasional flexibility with regard to work schedule. Candidate should also be comfortable with being trained to use still/video camera technology to assist with or autonomously accomplish the recording of TLC events.

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.

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: November 30, 2009	Post Until: December 18, 2009	JVN: 156-2010-006777
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer