

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

Civil Service Title: Investigator Level:
Title Code: 31105 Work Location: 40 Rector Street
New York, N.Y. 10006
Office Title: Investigator Salary: \$19.14/hour (New Hire)
\$22.02/hour (Incumbent)
Division/Work Unit: Office of Legal Affairs No. of Positions: 1

JOB DESCRIPTION

The Investigator will be assigned to the Office of Legal Affairs, which consists of the agency's General Counsel, six Assistant General Counsels, an Office Manager and three clerical employees. The Investigator will work primarily with two Assistant General Counsels who handle employment and personnel matters for the agency, and may on occasion be assigned to work with other Assistant General Counsels, and to assist the Office Manager with clerical and administrative tasks in the Office of Legal Affairs. Duties may include:

- Assisting in preparing, prosecuting, and managing employee discipline cases, including gathering, reviewing, evaluating, summarizing and reporting information related to such cases; communicating and coordinating with complainants, witnesses, supervisors, attorneys, and union representatives; and preparing related legal documents, notices and correspondence.
- Assisting in other employment-related matters, such as conflicts-of-interest reviews, disability and disqualification cases, discrimination complaints, and employee grievances.
- Collecting, summarizing, and tracking employment-related information from personnel and discipline files, computer-generated reports, agency personnel, and other sources.
- Maintaining and managing employment-related case files.
- Locating and retrieving court decisions, statutes, regulations, and other items of legal research.
- Liaison with other agencies for information requests.
- Performing various other assignments and special projects as assigned.

QUALIFICATION REQUIREMENTS

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college and two years of satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college; or 4. Education and/or experience equivalent to "1", "2" or "3" above.

NYC Residency Required Within 90 Days of Appointment

PREFERRED SKILLS

- Computer literacy, including proficiency in Word, Excel, Access, and Internet.
- Excellent written and oral communication skills.
- Interest in investigations, law, and employment and personnel issues.

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 - 5th Floor
New York, New York 10006

Post Date: November 30, 2010	Post Until: December 17, 2010	JVN: 156-2011-13175
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer