

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

Civil Service Title:	Community Assistant	Level:
Title Code:	56056	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Community Assistant	Salary: 27,421 / \$31,534*- \$35,573 (*Incumbent)
Division/Work Unit:	Uniformed Services Bureau/ Office of Judgment Enforcement	No. of Positions: 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 Office of Judgment Enforcement (OJE) maintains and processes all TLC Vehicle Seizure operations, including processing all paperwork relating to vehicle release. Additionally, OJE performs all TLC collections actions, and processes all TLC license suspensions for unpaid fines and missed court hearings.

The Licensing and Standards Compliance Specialist will be responsible for processing vehicle seizure and release documents, data entry, filing, and performing TLC License maintenance relating to the aforementioned suspensions. Additional general office duties may also be assigned, as needed, on a day-by-day basis.

PREFERRED SKILLS

- Excellent communication skills and customer service 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.
- Data entry experience.
- Detail oriented and strong organization skills.
- Conversational fluency of a language other than English is preferred.

QUALIFICATION REQUIREMENTS

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English. For certain assignments, the ability to speak a foreign language may be required.
3. For certain assignments the ability to perform specific physical tasks may be required.

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
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: April 4, 2012	Post Until: April 18, 2012	JVN: 156-2012- 100246
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer