

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

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| Civil Service Title: | Community Assistant | Level: |
| Title Code: | 56056 | Work Location: 24-55 BQE West Woodside, N.Y. 11377 |
| Office Title: | Community Assistant | Salary: 27,421 / \$31,534*- \$35,573 (*Incumbent) |
| Division/Work Unit: | Administrative Services/ Office of Fleet and Facilities Management | No. of Positions: 2 |

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.

Under direct supervision will perform daily/monthly inventory and accountability of all supplies and equipment used by the Woodside facility. Will be required to: pack, unpack, count, weigh and measure materials, supplies and equipment; load and unload at the stock room and at the point of pick-up, or delivery; operate necessary equipment; fill requisitions; hand deliver mail and perform all necessary associated tasks; change flat tires and transport vehicle to repair facilities whenever necessary; perform shuttle functions and dispatch functions for the vehicles; and dispatch radios and E-Z Pass to Uniformed Services Bureau. When necessary, will be responsible for opening and closing the Woodside facility.

PREFERRED SKILLS/QUALIFICATIONS

- Valid NYS Driver's License
- Experience in stock work
- Must be willing to work nights and weekends

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.

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
New York, New York 10004

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| Post Date: May 30, 2012 | Post Until: June 15, 2012 | JVN: 156-2012-101704 |
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer