

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

Civil Service Title: Agency Attorney Level: 1  
Title Code: 30087 Work Location: 32-02 Queens Boulevard  
LIC, N.Y. 11101  
Office Title: Attorney For Fitness Review Unit Salary: \$53,181-\$81,189  
\$61,158-\$81,189  
Division/Work Unit: Licensing and Standards Division No. of Positions: 1

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**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. Under the direction of the Division Management and reporting directly to the Fitness Review Unit Supervising Attorney, with wide latitude for independent initiative and judgment, will perform interview investigations, and evaluate applicants in order to properly assess, evaluate and recommend whether applicants are fit to be licensed by the TLC. The Fitness analysis of the information received through the review of records, interview of applicants and investigations of other relevant documentation requested or received must be reviewed and evaluated in accordance with the guidelines and the legal requirements New York State Correction Law Article 23-A "Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses" in making a fitness determination that considers both the TLC's legitimate commitment and responsibility in protecting the safety and welfare of the riding public and the applicant's eligibility to be licensed.

Specific responsibilities will include:

- Perform investigations, interviews and final decisions and direct a staff of Investigator/Reviewers to perform investigation/interview and review of applicants and their records to determine their "Fitness" for TLC licensure and ensure that the analysis and final decisions are in compliance with the legal statutory parameters directed by New York State Correction Law Article 23-A, Section 753.
- Supervise, direct and assist the Clerical support staff in records research and retrieval, quality review of forms and applications and response to telephone and correspondence requests for information requiring research.
- Performs and supervises the intake and internal review process of all applications submitted for review to ensure the timely and consistent performance of all application reviews and determinations.
- Review final Fitness determinations to ensure, as directed by New York State Correction Law Article 23-A Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses, that the applicant's request to be licensed and the TLC's legitimate commitment and responsibility in protecting the safety and welfare of the riding public are properly evaluated.
- Ensure all TLC Rules and the NYC Administrative Code guidelines are followed.
- Advises and assists in training investigator/reviewers and clerical support staff and participates in their supervision and evaluation.
- Reviews and makes recommendations for new and revised procedures,
- Monitors and resolves daily operational issues and inquiries.
- In the absence of the unit's manager, may temporarily assume responsibility for the manager's related tasks.
- Prepares statistical and analytical reports with respect to the interview process on an as needed basis.
- Data entry as required in one or more systems used for the interview process. This includes scheduling, tracking and recommendation/decision software as well as all TLC mainframe systems.

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**QUALIFICATION REQUIREMENTS**

1. Admission to the New York State Bar; and either "2" or "3" below.
  2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
  3. Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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**PREFERRED SKILLS/QUALIFICATION**

- BA/BS degree.
- Skilled in effective, clear and persuasive oral and written communications.
- Critical, insightful and intelligent investigative and organized factual processing skills.
- Ability to be objective and thorough in conducting review, investigation, interview and analysis.
- Knowledge of and experience in working with administrative law and procedures.
- Administrative hearing and advocacy skills experience a plus.

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To apply, please submit 2 copies of resume; 2 copies of cover letter and a writing sample to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
33 Beaver Street – 22nd Floor  
New York, New York 10004

Post Date: June 4, 2012	Post Until: June 18, 2012	JVN: 156-2012-101837
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer