

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

Civil Service Title:	Community Associate	Level:
Title Code:	56057	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Education Services Unit Clerk	Salary: \$32,321-\$53,788 (New Hire) \$37,169-\$53,788 (Incumbents)
Division/Work Unit:	Licensing and Standards/Education Services	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. The TLC's Licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries ranging from yellow taxi drivers to commuter van base owners. In total, there are 14 different license types with over 150,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards and accepting and evaluating applicant Submissions

The Taxi and Limousine Commission (TLC) is looking for a highly motivated and positive individual who enjoys the challenges and rewards of working with the public and is committed to providing service to others. Specific responsibilities will include, but are not limited to:

- Process taxi school exams, which includes operating scanning equipment; manually grading written answers of the English Proficiency exam; reviewing error report and researching and correcting errors; and generating general statistical reports
- Liaison to taxi schools to research problems
- Assist drivers in review of EPT exam and with problems relating to school
- Assist unit supervisor in all aspects of test preparation
- Proctor exams given in house
- Enter and track information for special programs

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**PREFERRED QUALIFICATIONS**

- 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.

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**QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above.

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**New York City Residency Required**

To apply please submit 2 copies of cover letter and 2 copies of resume to:

Carmen Rojas  
NYC Taxi & Limousine Commission  
Human Resources Department  
33 Beaver Street – 22<sup>nd</sup> Floor  
New York, New York 10004

Post Date: November 3, 2011	Post Until: November 18, 2011	JVN: 156-2012-95560
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer