

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

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: 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 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 125,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, accepting and evaluating applicant submissions and ensuring that licensees maintain the high standards of conduct established by the TLC through proactive compliance monitoring of licensing requirements. The Division strives to provide a high level of customer and client services for our licensees so that they can provide a safe, comfortable and convenient ride for their passengers.

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

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

Post Date: November 16, 2011	Post Until: December 2, 2011	JVN: 156-2012-95900
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer