

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

Civil Service Title:	Executive Agency Counsel	Level:	MI
Title Code:	95005	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Assistant Agency Counsel	Salary:	\$75,000 - \$85,000
Division/Work Unit:	Office of Legal Affairs	No. of Positions:	1

JOB DESCRIPTION

The primary responsibilities of the Office of Legal Affairs are agency rulemaking, reviewing and drafting contracts and other procurement related documents, assisting the Law Department in pending complex litigation, preparing for Commission meetings, presenting rules and resolutions at Commission meetings, advising TLC staff and the commission on legal issues, handling EEO and employee misconduct matters, responding to requests for information made through FOIL and subpoena and providing assistance to the TLC's enforcement unit. The office seeks a senior level attorney to assist in all aspects of daily operations with a concentration in, revising TLC enforcement rules and providing legal assistance to the TLC enforcement unit, reviewing medallion transfer transactions, managing the agency side of complex litigation, drafting and reviewing complex commercial contracts, coordinating case review and rules among TLC and the OATH consolidated tribunal, and handling special projects on an as needed basis. The candidate will be responsible for supervising the medallion transactions and managing attorneys and clerical staff.

QUALIFICATION REQUIREMENTS

1. Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

NYC Residency Required Within 90 Days

PREFERRED SKILLS

- Strong analytical, advocacy, and oral and written communication skills
- Computer literacy, including experience with or ability to quickly learn Lexis/Nexis, Word, Excel and Access.
- Management experience

To apply submit 2 copies of cover letter and 2 copies of resume to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
33 Beaver Street, 22 Floor
New York, New York 10004
e-mail: jobsattlc@tlc.nyc.gov

November 18, 2011	Until Filled	JVN: 156-2012-95944
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer