

NEW YORK CITY TAXI AND LIMOUSINE COMMISSION  
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Computer Aide Level: I  
Title Code: 13620 Work Location: Citywide  
Office Title: Office Automation/Technical Support Person Salary: \$18.92 - \$24.49 (New Hire)  
\$21.76 - \$24.49 (Incumbent)  
Division/Work Unit: Management Information Systems No. of Positions: 1

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**JOB DESCRIPTION**

The New York City Taxi and Limousine Commission (TLC) is responsible for regulating all Medallion and "For Hire Vehicles" within the City of New York. To assist in operations the TLC (in addition to its mainframe) runs a number of Windows Office products in a Windows Active Directory environment to both conduct and monitor its business operations.

Under supervision, with some latitude for independent initiative and judgment, this position performs the data processing functions and/or may supervise personnel performing routine functions in the areas described below.

- Performs related functions required for the continued and efficient operation of a computer.
  - Experience with PC hardware/software/network troubleshooting.
  - Experience with PC/peripheral set-up and configuration.
  - Good problem diagnostic and analytical skills.
  - Microsoft Windows and Office experience.
  - Good user interaction-support skills.
  - Good organization and documentation skills.
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**PREFERRED SKILLS**

- Knowledge of Audio/Visual Equipment
  - Knowledge of Security Monitoring Systems
  - Knowledge of Active Directory Networks and Voice Over Internet Protocol
  - Knowledge of Back-up and Restore
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**QUALIFICATION REQUIREMENTS**

1. A four-year high school diploma or its educational equivalent, plus (a) six months of satisfactory full-time mainframe and/or mini computer operations experience acquired in the past year, or (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe or mini computer operations; or
  2. An associate degree or 60 semester credits from an accredited college including or supplemented by 12 semester credits in mainframe and/or mini computer operations; or
  3. Education and/or experience equivalent to "1" or "2" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in mainframe and/or mini computer operations, for 3 months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.
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To apply please submit two copies of resume and two copies of cover letter to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
33 Beaver Street – 22nd Floor  
New York, New York 10004

Post Date: February 10, 2012	Post Until: March 2, 2012	JVN: 156-2012-98542
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer