

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

Civil Service Title:	Secretary to the Chair (Taxi and Limousine Commission)	Level:
Title Code:	12871	Work Location: 33 Beaver Street New York, New York
Office Title:	Administrative Assistant to the Commissioner/Chair	Salary: \$37,952- \$57,134 (New Hire) \$40,927- \$57,134 (Incumbent)
Division/Work Unit:	Office of the Commissioner/Chair	No. of Positions: 1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the agency responsible for licensing and regulating New York City's yellow taxicabs, for-hire vehicles (community-based liveries and black cars), commuter vans, paratransit vehicles, and certain luxury limousines. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds numerous hearings for violations of City and TLC rules and regulations, making it the most active taxi and limousine licensing regulatory agency in the United States. To learn more about the TLC, please visit: www.nyc.gov/taxi

The administrative assistant to the Commissioner/chair will report directly to the Commissioner. The descriptions and responsibilities are varied and may include, but not limited to:

- Provide day-to-day administrative support to the Commissioner/Chair
- Schedule and maintain a busy calendar
- Handle incoming calls and correspondence
- Plan TLC Commission Meetings
- Plan meeting and conference travel
- Maintain files and other records
- Provide backup support to the Chief of Staff and Deputy Commissioners

QUALIFICATION REQUIREMENTS

1. Graduation from a senior high school, or possession of a high school equivalency diploma, and three (3) years of stenographic experience including one (1) year as a secretary; or
2. Graduation from an accredited community college with a associate degree with specialization in executive secretarial work and one (1) year's experience as a secretary; or
3. Graduation from an accredited college or university with a baccalaureate degree and one (1) year's experience as a secretary; or
4. A satisfactory equivalent.

NEW YORK CITY RESIDENCY REQUIRED

PREFERRED QUALIFICATIONS/SKILLS

- A baccalaureate degree from an accredited college is preferred.
- Interested candidates should have exceptional written and verbal communication skills, telephone etiquette and organizational skills.
- Ability to efficiently and accurately handle multiple tasks, prioritize those tasks and adapt to unexpected changes.
- Ability to recognize issues or problems that arise and use sound judgment in their resolution.
- Demonstrate a sense of urgency and energy to achieve results, and meet deadlines without close supervision.
- Be proficient with advanced functions of Microsoft Outlook, Word, Excel and PowerPoint.
- Candidates must be able to communicate with all levels of management and staff.
- Candidates must maintain confidentiality and have flexibility for overtime.

To apply, please 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 – 22nd Floor
New York, New York 10004

Post Date: February 24, 2012	Post Until: March 16, 2012	JVN: 156-2012-98913
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