

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

Civil Service Title:	Community Associate	Level:
Title Code:	56057	Work Location: 33 Beaver Street New York, N.Y.
Office Title:	Community Associate	Salary: \$32,321 - \$53,788 (New Hire) \$37,169 - \$53,788 (Incumbent)
Division/Work Unit:	Uniformed Services Bureau/ Prosecution Unit	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 par transit 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 USB/Prosecution Division of the Uniformed Services Bureau is responsible for the prosecution of all summonses issued by the TLC. Under the supervision of the office manager, the duties of the selected candidate include but may not be limited to the following: process consumer complaints; update Siebel system; enters information and data into the Agency database and retrieves data as necessary; responds to questions from public and provides general direction as appropriate.

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 the duties described above; or
- 2) Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS

- Candidate must have strong communications skills, and be able to work well in a team-oriented environment.
- Knowledge of Microsoft Word, Excel and Access.
- Customer Service.

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: March 16, 2012	Post Until: April 2, 2012	JVN: 156-2012-99649
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer