

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

Civil Service Title:	Agency Attorney Interne	Level:
Title Code:	30086	Work Location: 33 Beaver Street New York, N.Y. 10004
Office Title:	Assistant General Counsel	Salary: \$28.73 - \$34.88 (New Hire) \$33.03 - \$34.88 (Incumbent) Per Diem
Division/Work Unit:	Office of Legal Affairs	No. of Positions: 1

JOB DESCRIPTION

The Taxi and Limousine Commission's Office of Legal Affairs is hiring a per diem attorney to work in the Office of Legal Affairs. Under the supervision of the General Counsel, the successful candidate will perform the following tasks:

- research legal issues and abstract salient points and references from relevant cases;
- assist in the review of agency contracts;
- aid in the review and interpretation of existing laws, rules and regulations;
- assist review and analysis of administrative prosecutions and decisions.

Work will also include legal research and writing, and other matters as the General Counsel may require.

QUALIFICATION REQUIREMENTS

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

New Hires must reside in NYC for the first two years of employment.

PREFERRED SKILLS

Essential abilities include the ability to do high quality legal writing and analysis, the ability to explain technical and complex concepts in simple prose, the ability to work quickly, efficiently, and with minimal day-to-day supervision, the ability to work with computer databases, and the ability to work effectively with other attorneys and clerical staff.

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 – 22nd Floor
New York, New York 10004

Post Date: October 2, 2012	Post Until: October 15, 2012	JVN: 156-2013-111880
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer