

**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, NY 10004
Office Title:	Medallion Transaction Specialist	Salary:	\$32,321 - \$53,788 (New Hire) \$37,169 - \$53,788 (Incumbent)
Division/Work Unit:	Office of Legal Affairs	No. of Positions:	2

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 paratransit services. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds 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 Office of Legal Affairs is responsible for agency rulemaking, reviewing and drafting contracts, assisting the Law Department in complex litigation, preparing for Commission meetings, presenting rules and resolutions at Commission meetings, advising TLC staff on legal issues, handling EEO and employee misconduct matters, FOIL and Subpoena requests.

Under the leadership of the Legal Staff, the successful candidate will be responsible for reviewing medallion transfer transactions, which many include but are not limited to:

- Scheduling dates to review closing papers
- Reviewing closing papers with purchaser, seller and broker
- Collecting appropriate fees and issuing receipts from the purchaser, seller and broker
- Inputting data into databases for permanent records
- Conducting closing proceedings
- Fingerprinting purchaser of medallion transfer

PREFERRED SKILLS

- Candidate should be highly motivated and able to work well independently and as part of a team.
- Strong oral and communications skills; ability to work under pressure
- Knowledge of Microsoft Word, Excel, Access and Outlook
- College degree or credits preferred

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

New York City Residency Required

To apply please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Department
33 Beaver Street - 22nd Floor
New York, New York 10004-2736
E-Mail: moore@tlc.nyc.gov

Post Date: March 23, 2012	Post Until: April 16, 2012	JVN: 156-2012-99886
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer