

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

Civil Service Title:	Community Associate	Level:
Title Code:		Work Location: 24-55 BQE West Woodside, NY 11357
Office Title:	Administrative Assistant for the Deputy Commissioner for USB	Salary: \$32,321 - \$53,788 (New Hire) \$37,169 - \$53,788 (Incumbent)
Division/Work Unit:	Uniformed Services Bureau	No. of Positions: 1

JOB DESCRIPTION

The Taxi and Limousine Commission is responsible for regulating the for-hire industry in New York City. The Uniformed Services Bureau enforces the rules and regulations of the Commission.

Under supervision, performs the following clerical and related work with latitude for independent judgment:

- Manages the schedule for the Deputy Commissioner including answering the telephone, preparing letters, reports and other documents.
- Helps in preparing reports and other documents for other senior staff.
- Screens calls and visitors and answers calls from the public.
- Collects response for staff
- Helps to organize division activities.
- Performs any related work as needed.

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.

New York City Residency Required Within 90 Days of Appointment

PREFERRED SKILLS

- Ability to multi task
 - Ability to work under pressure
 - Proficient with Microsoft Word, Excel and Access
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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
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: August 2, 2010	Post Until: August 10, 2010	JVN: 156-11-012318
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer