

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

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| Civil Service Title: | Community Associate | Level: | |
| Title Code: | 56057 | Work Location: | 33 Beaver Street New York, N.Y. 10004 |
| Office Title: | Record Access Clerk | Salary: | \$32,321 - \$53,786 (New Hire) \$37,169 - \$53,786 (Incumbent) |
| Division/Work Unit: | Office of Legal Affairs | 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 paratransit 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.

Under the supervision of the Records Access Officer, the Office Manager, and the General Counsel, the successful candidate will:

- Serve as records access clerk, tracking and filing Freedom of Information Law (FOIL) requests and responses, obtaining responsive documents from agency offices, redacting personal or other confidential information from those documents, assessing and collecting applicable fees, and consulting with supervisors as needed.
- Handle telephone inquiries from the public, providing courteous and accurate responses, or referring inquiries as appropriate.
- Perform clerical tasks for attorneys.
- Work cooperatively with other clerical and other staff to ensure coverage of all office clerical functions.

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

PREFERRED SKILLS

- Computer literacy and either facility with, or ability to learn quickly, Microsoft Access, Excel, and Word; Adobe Acrobat; and TLC TAMIS mainframe database.
- Strong personal presentation to telephone callers; ability to provide information clearly and accurately.
- Commitment to teamwork.

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

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| Post Date: May 9, 2012 | Post Until: May 23, 2012 | JVN: 156-2012-101178 |
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