

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

Civil Service Title:	Operations Communications Specialist	Level: I
Title Code:	20271	Work Location: 24-55 BQE West Woodside, N.Y. 11377
Office Title:	Radio Operator	Salary: \$18.50 - \$24.93 (New Hire) \$21.28 - \$24.93 (Incumbent Rate) Per Diem
Division/Work Unit:	Uniformed Services Bureau	No. of Positions: 1

JOB DESCRIPTION

Central communications is an integral part of all field operations. Radio Operators are responsible for information gathering, prioritizing and dispatching calls on an ongoing basis utilizing a computerized-base station. Operators will be required to perform vehicle license checks utilizing information from TAMIS, TLC's data base and the Department of Motor Vehicle's data base and relay this information back to the field units. Operators will also be responsible for maintaining the activity log for their particular channel and for logging all incoming calls from field units and any and all emergency calls.

QUALIFICATION REQUIREMENTS

- 1) Six months of full-time satisfactory experience in the operation of two-way radio equipment, as a user, dispatcher, operator (excluding Citizen Band radio experience); or
- 2) Six months of full-time satisfactory experience of intensive phone operator/dispatcher work involving extensive logging or relaying of transmissions and/or messages; or
- 3) Six months of full-time satisfactory experience in highway traffic operations, highway safety operations, highway communications, or related field.

NYC Residency Required

PREFERRED SKILLS

- One year of experience dealing with the public, including the obtaining of information from persons.
- Must have a clear, strong speaking voice.
- Must be computer literate.
- Able to keep detailed notes.
- Able to work under pressure and multi task.

To apply please submit two 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: December 18, 2012	Post Until: January 8, 2013	JVN: 156-2013-114684
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer