



**DEPARTMENT OF JUVENILE JUSTICE**

**JOB VACANCY NOTICE**

**\*\*\*REVISED\*\*\***

**JVN# 130-06-0015C**



<b>Civil Service Title:</b>	Principal Administrative Associate, I
<b>Office Title:</b>	Payroll Officer
<b>Salary</b> <b>Non-City Hiring Rate:</b>	\$33,222
<b>City Incumbent Rate:</b>	\$38,205 - \$48,665
<b>Unit/Location:</b>	Human Resources Central Office 365 Broadway New York, NY 10013

**Job Description:** Under the supervision of the Director of Human Resources, with latitude for independent initiative and judgment the selected candidate will be responsible for supervising DJJ’s Payroll Unit. He/she will be responsible for ensuring the accurate and timely distribution of employee paychecks, serve as advisor on payroll issues and overall salary administration including aspects of the Payroll Management System (PMS). The selected candidate will review PMS reports, ensure accurate preparation and processing of managerial lump sum payments, overtime payments, longevity payments, shift differentials, supplemental payrolls, retroactive, direct deposit, and death benefit payments. The selected candidate will assist timekeepers with technical support, create reports from CHRMS and consult with personnel and timekeeping to resolve payroll discrepancies.

**Qualification Requirement(s):**

- ▶ A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
- ▶ An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
- ▶ A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
- ▶ Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

**Preferred Qualification Requirement(s):**

- ▶ Candidate must have thorough knowledge of the City's Personnel Management System (PMS), be familiar with the CHRMS system and some knowledge of timekeeping.
- ▶ Excellent judgement and communication skills are preferred
- ▶ Familiarity with Microsoft Word, Access, and Excel is required.

***\*\*Only candidates on the Principal Administrative Associate list or candidates serving permanently in the Principal Administrative Associate title may apply\*\****

**Anyone interested in applying for this position must submit two copies of resume including Job Vacancy Number to:**

**NYC Department of Juvenile Justice  
Human Resources – Recruitment Division  
365 Broadway – 3<sup>rd</sup> Floor  
New York, NY 10013**

**F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer**

**\*\*\* Responses must be received by the Recruitment Division  
by close of business on the date the posting expires\*\*\***

**\*\*NYC Residency required within 90 days of appointment\*\***

<b>Posting Date: 12/6/05</b>	<b>Posting Expires: UNTIL FILLED</b>	<b>JVN #130-06-0015C</b>
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