



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-08-0055C

Civil Service Title:	Clerical Associate, Level III
Office Title:	Payroll Officer
Salary	
Non-City Hiring Rate:	\$28,368
City Incumbent Rate:	\$32,623 - \$45,957
Unit/Location:	Headquarters / Workforce Development- Human Resources 110 William Street – 14 th Floor New York, NY 10038
No. of Positions:	1

Job Description: Under the supervision of the Payroll Supervisor, the selected candidate will be responsible for, but not limited to, ensuring the accurate and timely distribution of employee paychecks, review of various PMS reports to ensure accurate processing of PMS payments, including overtime, longevity, shift differentials, supplemental payrolls, retroactive, direct deposit, and death benefits. Additional responsibilities include responding to confidential inquiries concerning payroll, creating reports from CHRMS, and consult with Personnel Services and Timekeeping to resolve payroll discrepancies.

Qualification Requirement(s):

▶ A four-year high school diploma or its educational equivalent and one year of satisfactory clerical experience.

Preferred Qualifications:

- ▶ 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
- ▶ Familiarity with Microsoft Word, Access, and Excel
- ▶ Customer Service oriented
- ▶ Maintain Confidentiality

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street - 14th Floor
New York, NY 10038**

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****

Posting Date:4 /11/08	Posting Expires: 4/25//08	JVN #130-08-0055C
------------------------------	----------------------------------	--------------------------