



**Department of
Juvenile Justice**

**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE
REPOST
JVN# 130-09-0012C**

Civil Service Title:	Clerical Associate, Level III	
Office Title:	Payroll Officer	
Salary		
Non-City Hiring Rate:	\$28,4368	
City Incumbent Rate:	\$32,623 - \$45,757	
Unit/Location:	Headquarters / Workforce Development- Human Resources 110 William Street – 14 th Floor New York, NY 10038	
No. of Positions:	1	
<p>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.</p>		
<p>Qualification Requirement(s):</p> <ul style="list-style-type: none"> ▶ A four-year high school diploma or its educational equivalent and one year of satisfactory clerical experience. 		
<p>Preferred Qualification Requirement(s):</p> <ul style="list-style-type: none"> ▶ 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 		
<p>Anyone interested in applying for this position must submit cover letter <u>two</u> copies of resume including Job Vacancy Number to:</p> <p align="center">NYC Department of Juvenile Justice Human Resources – Recruitment Division 110 William Street - 14th Floor New York, NY 10038</p>		
<p>F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer</p> <p align="center">*** Responses must be received by the Recruitment Division by close of business on the date the posting expires***</p> <p align="center">**NYC Residency required within 90 days of appointment**</p>		
Posting Date: 11/17/08	Posting Expires: Until Filled	JVN #130-09-0012C