

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Correction Administrative Aide	Level: N/A
Title Code No: 70400	Salary: \$18.54 - \$21.32 Frequency: Hourly
Business Title: Payroll Assistant (Part-Time)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370
Division/Work Unit: Personnel	Number of Positions: 3
Job ID: 321692	Hours/Shift:
Job Description	
<p>The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.</p> <p>The DOC seeks to recruit (Part-Time) Payroll Assistants whose duties will include but are not limited the following;</p> <ul style="list-style-type: none"> • Sorting and disbursing payroll checks; • Reviewing Payroll 160 and 161 reports to approve long/short-term retro, uniform allowance payments; • Entering and completing payroll transactions authorized by the Monitoring and Support Unit when employees return from leave; • Reviewing information from Monitoring and Support Unit and entering data for supplemental checks • Working closely with the Monitoring and Support Unit to stop overpayments every payday; • Researching of payroll inquiries for employees and providing feedback; • Monitoring suspension teletypes to alert staff to take action; • Monitoring transfers and reassignments of employees via daily teletype and take appropriate action; • Processing requested changes via e-forms (Wage works, direct deposit, etc.) • Preparing correspondence for Director's Review and signature; • Completing special projects as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus <ol style="list-style-type: none"> A. one year of satisfactory full-time experience performing clerical duties or public contact work requiring the obtaining and recording of information from persons; or 2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus <ol style="list-style-type: none"> B. completion of 30 semester credits from an accredited college; 15 college semester credits may be substituted for each 6 months of the experience in "A" above; or 3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; plus <ol style="list-style-type: none"> C. two years of satisfactory active military duty. <p>Skills Requirement Ability to type a minimum of 35 words per minute (175 keystrokes).</p>	
Preferred Skills	
<ul style="list-style-type: none"> • Experience in a high paced environment; • Ability to analyzing payroll/monetary information. • Excellent writing, communication, inter-personal, and organizational skills; • Ability to prioritize and manage multiple projects simultaneously. 	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 321692 For all other applicants: Go to www.nyc.gov/careers and search for Job ID # 321692 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.</p>	
Posting Date: 1/24/18	Post Until: 2/7/18