

**The City of New York  
Office of Administrative Trials and Hearings  
Job Vacancy Notice**

<b>Civil Service Title: Clerical Associate</b>	<b>Level: IV</b>	<b>Title Code No: 10251</b>
<b>Office Title: Timekeeper</b>	<b>Salary: \$40,017 – \$55,500</b>	
<b>Division/Work Unit: Administration/Human Resources</b>	<b>Number of Positions: 1</b>	
<b>Work location: 100 Church Street New York, New York</b>	<b>Hours/Shift: Full Time</b>	
<p><b>ABOUT OATH:</b> The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.</p>		
<p><b>JOB DESCRIPTION:</b> The Office of Administrative Trials and Hearings is seeking to hire one (1) Clerical Associate Level IV to serve as a Timekeeper. The Timekeeper will provide direct administrative support to the Timekeeping Services Unit within the agency’s Human Resources for an agency of approximately 800 employees. Under direction of the Director of Timekeeping, the selected candidates will serve as Timekeepers responsible for processing and maintaining time and attendance records in the CityTime timekeeping system. This position analyzes and understands the activities being performed with respect to payroll and NYC agency policy. Strong attention to detail, ability to deal with time-critical time-sensitive activities, proficient computer and data entry skills, and excellent written and oral communication skills are essential. This position works in conjunction with the agency’s Payroll staff to assure that employees are paid accurately and on time. Some examples of typical duties may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist in all Timekeeping functions and inquiries</li> <li>• Perform City Time entries including approver and schedule changes, OT approvals, second level approvals, and manual entries</li> <li>• Monitoring agency weekly timesheets for completeness</li> <li>• Adjusting and reapproving weekly timesheets for employees</li> <li>• Monitoring and tracking time usage and accruals for all staff members</li> <li>• Assist with processing all manual leave adjustments and online even entries in CityTime</li> <li>• Assist in processing, documented sick leave, blood donations, FMLA requests, jury duty actions and absence control reports</li> <li>• Provide orientation for newly hired and promoted employees</li> <li>• Assisting with enrolling new employees, as well as re-enrollments, when necessary, into CityTime</li> <li>• Maintaining employee timekeeping folders and confidential information</li> <li>• Prepare and generate City Time and CHRMS reports</li> <li>• Assisting with reviewing and processing ingoing and outgoing DP2001’s for transfer employees</li> <li>• Performing specific projects as requested by the unit supervisor</li> </ul>		
<p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b> A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.</p>		
<p><b>PREFERRED SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Experience in CityTime, CHRMS and Payroll Management System (PMS)</li> <li>• Knowledge of NYC Citywide Pay and Leave Regulations</li> <li>• Excellent organizational and communication skills</li> <li>• Excellent time management skills</li> </ul>		
<p style="text-align: center;"><b>To Apply:</b></p> <p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for the Job ID listed. For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for the Job ID listed.</p> <p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL. <u>No telephone calls, faxes or personal inquiries please.</u> Only those candidates under consideration will be contacted.</p> <p style="text-align: center;"><b>For more information about OATH, visit us at: <a href="http://www.nyc.gov/oath">www.nyc.gov/oath</a></b></p>		
<p><b>NOTE:</b> You must be a Permanent Clerical Associate to be considered for this position.</p>		
<b>Post Date: 2/24/2023</b>	<b>Post: 4/25/2023</b>	<b>JVN: 820-2023-576385</b>

**OATH and the City of New York are Equal Opportunity Employers**