

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

Civil Service Title: Clerical Associate	Level: IV	Title Code No: 10251
Office Title: Central Office Timekeeper	Salary: \$40,017 - \$46,019	
Division/Work Unit: Administration/Timekeeping Services	Hours/Shift: 35 hours/week	
Work location: 100 Church Street, New York NY	Number of Positions: 1	

Special Note: Only candidates currently serving in a NYC agency as a permanent Clerical Associate or who are currently reachable on the NYC civil service list are eligible to apply.

Job Description

The Office of Administrative Trials & Hearings is seeking to hire two Central Office Timekeepers who 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 City Time 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:

- Assist in all Timekeeping functions and inquiries.
- Perform City Time entries including approver and schedule changes, OT approvals, second level approvals, and manual entries;
- Monitoring agency weekly timesheets for completeness;
- Adjusting and reapproving weekly timesheets for employees;
- Monitoring and tracking time usage and accruals for all staff members;
- Assist with processing all manual leave adjustments and online even entries in City Time;
- Assist in processing, documented sick leave, blood donations, FMLA requests, jury duty actions and absence control reports;
- Provide orientation for newly hired and promoted employees;
- Assisting with enrolling new employees, as well as re-enrollments, when necessary, into City Time;
- Maintaining employee timekeeping folders and confidential information;
- Prepare and generate City Time and CHRMS reports.
- Assisting with reviewing and processing ingoing and outgoing DP2001's for transfer employees;
- Performing specific projects as requested by the unit supervisor.

Qualification Requirements

- 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.

Preferred Skills

- Experience in City Time, CHRMS and Payroll Management System (PMS)
- Knowledge of NYC Citywide Pay and Leave Regulations
- Excellent organizational and communication skills
- Ability to work well in a fast-paced environment

- Excellent customer service skills
- Experience working with MS suite (word, Excel, PowerPoint) and Outlook
- Ability to work well both in a team setting and independently
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply by sending their resumes to the HROATH@oath.nyc.gov email address. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date:

Post: Until Filled

JVN: 820-2021-65

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