

**City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice**

Civil Service Title: COMMUNITY ASSOCIATE	Level:
Title Code No: 56057	Salary: \$20.98 - \$34.92 Frequency: Hourly
Title Classification: Non- Competitive	
Business Title: Silver Stars - ADMINISTRATIVE ASSISTANT	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 567792	Hours/Shift: Day – Part-time Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

This position is only open to City of New York retirees as part of the Silver Stars Program. The Silver Stars Program offers retired City employees the opportunity to be hired to fill temporary, part-time positions limited to 21 hours per week. Pension and benefits can still be collected while employed in this position.

Through Section 212 of the New York State's Retirement and Social Security Law (RSSL), a retired City employee can earn up to \$35,000 on a calendar basis (January through December) and continue to receive full pension benefits, health care insurance, and possibly Social Security benefits. Some exceptions may apply. Selected candidates may work up to 21 hours per week.

The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as an Administrative Assistant in the Administrative Operations Division. The Administrative Assistant will work closely with the Director of Administrative Operations and perform confidential and complex work in functions of the division which include Personnel, Timekeeping and Payroll.

Under the direction of the Director of Administrative Operations, the Administrative Assistant will be responsible for assisting with administrative projects:

- Reviews and processes timesheets to ensure accuracy and proper usage of leave.
- Reviews leave related documents to ensure compliance with agency policies and City leave regulations
- Performs payroll related functions including reviewing and generating payroll reports
- Assist with Implementation of related guidelines and procedures, Executive Orders, the Personnel Rules & Regulations of the City of New York, Personnel Service Bulletins issued by DCAS, User Services guides issued by OPA, directives from the Office of Labor Relations, and other relevant rules, regulations
- Assist the Administrative Director with Personnel matters including hiring, scheduling and correspondence with internal and external parties.

Minimum Qualification Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Proficient in CityTime, PMS, RMDS, and CHRMS applications
- Demonstrable attention to details
- Ability to work independently and with a team.

Residency Requirement

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.

To Apply

Search for the Job ID# 567792

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 1/11/2023

Post Until: Until Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.