

## Job Description

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### DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

#### Job Details

<b>Job ID:</b>	387466	<b># of Positions:</b>	1
<b>Business Title:</b>	Timekeeper	<b>Title Code No:</b>	56057 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY ASSOCIATE	<b>Title Classification:</b>	Non-Competitive
<b>Job Category:</b>	Administration & Human Resources	<b>Proposed Salary Range:</b>	\$ 42,799.00 - \$ 42,799.00 (Annual)
<b>Career Level:</b>	Entry-Level	<b>Work Location:</b>	350 Jay St, Brooklyn Ny
<b>Division/Work Unit:</b>	Human Resources Unit		

#### Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Timekeeper in its Payroll Unit.

Timekeeping experience is preferred but not required. The candidate should be result-oriented and proactive in providing timekeeping services in addition to assisting with other Human Resource/Payroll functions. The candidate should be willing and able to perform assigned duties within prescribed timelines and be willing to handle multiple assignments at the same time, working in team settings as well as working independently.

The successful candidate will serve as a Timekeeping Associate and will:

- Process Timesheets, exception events, timekeeping transactions and other adjustments in CityTime and PMS;
- Track all Timesheets for final approved status and required supporting documentation for requested leaves;
- Setup new employees, create and maintain schedules, process and maintain the approval tree in CityTime ;
- Submit and follow up on Remedy tickets related to CityTime, Timekeeping and password reset;
- Generate supplemental pay checks and pay out leave balances;
- Process FMLA and LWOPs for anticipatory week;
- Perform customer service functions that relate to the processing of time and leave for agency employees;
- Ensure agency compliance with citywide time and leave policies and contractual agreements;
- Processing and reviewing the agency's reports by running reports in the Report Management and Distribution System (RMDS);
- Confirming that all new employees interfaced into the Payroll Management System (PMS) properly to guarantee the accuracy of their first paycheck;
- Assist in training new employees and supervisors in CityTime applications;
- Prepare and update reports and special assignments as required.
- Perform other timekeeping related duties as needed.

#### Minimum Qual 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

- Timekeeping experience is preferred but not required.
- Experienced in City Time and the NYC Payroll Management System (PMS).
- Knowledge of NYC Leave Regulations.
- Knowledge of RMDS and CHRMS.
- Proficiency in MS Excel and Word.
- Excellent analytical skills, work ethic and attention to detail.
- Excellent verbal and written communication skills.
- Excellent telephone skills and a professional demeanor.
- Excellent customer service skills.
- Ability to work independently and meet deadlines.
- Ability to work well in a fast-paced environment.
- Ability to maintain confidentiality.

#### To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

#### 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.

POSTING DATE: 03/22/2019

POST UNTIL: 05/07/2019

Apply Now

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