

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$44,083 (Annual)
Title Classification: Non-Competitive	
Business Title: Timekeeper	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Payroll Management Unit	Number of Positions: 1
Job ID: 545113	Hours/Shift:

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.

KCDA is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all.

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, and process and maintain the approval tree in CityTime.
- Submit and follow up on Remedy tickets related to CityTime, Timekeeping, and password reset.
- Generate supplemental paychecks and pay-out leave balances.
- Process FMLA and LWOPs for an 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.

** 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. **

Minimum 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.

Additional Information

Candidates must meet the additional requirements:

- Bachelor's Degree from an accredited school is required.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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.

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

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

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 8/12/2022

Post Until: 9/3/2022

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer