

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

<b>Job ID</b>	646388	<b># of Positions</b>	1
<b>Business Title</b>	Timekeeper		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 52,000.00 - \$ 52,000.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Payroll Management Unit		

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**Job Description**

The Kings County District Attorney's Office (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. KCDA has an exciting opportunity to work as a Timekeeper with the Payroll/Timekeeping Management Unit.

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:

- Ensure staff are properly recording their time as per Citywide Time and Leave Rules;
- Monitoring agency's weekly and monthly timesheets to ensure completeness and timely submission;
- Ensure all timesheets are processed and approved final by prescribed deadline;
- Monitor and track time usage and accruals for all employees;
- Enroll new employees into the automated Timekeeping system, City Time, and Data Collection Devices (DCD's);
- Update and maintain employee schedules, assignments, profiles, approver trees, organization trees, etc. in City Time;
- Verify, correct, update and maintain timekeeping files and records for employees;
- Analyze rules, regulations and policies; retrieve and review information from the Payroll Management System (PMS), City Time, Report Management and Distribution System (RMDS) and City Human Resource Management System (CHRMS);
- Generate supplemental paychecks and pay out leave balances;
- Process FMLA and LWOPs for anticipatory week;
- Conduct audits using PMS and City Time and process adjustments when required;
- Review employee submitted time and leave documentation; process and approve time and leave events; ensure weekly compliance regarding timesheet submissions for all employees;
- Respond to and resolve employees' time and leave questions in a professional, timely and accurate manner;
- Process DP-2001's and Manual Leave Adjustments (MLA's) to accrue and de-accrue leave balances in City Time;
- Assist in training new employees and supervisors in the City Time Application;
- Prepare and update reports and special assignments as required;
- Performing all related duties, special projects as assigned and serving as back-up to the other timekeepers.

## Preferred Skills

Knowledge of Time Management Operations and/or Citywide Time and Leave Regulations and/or New York City payroll applications such as Citytime, PMS, RMDS, and CHRMS. Timekeeping experience preferred. Knowledge of Microsoft Word, Excel, Outlook. Candidate must demonstrate interpersonal, diplomacy, reliability, and organizational skills. Detail-orientated and have excellent analytical, math, communication, and organizational skills. Proficient in Microsoft Office applications, particularly Excel. Can handle confidential and sensitive matters with discretion.

## Additional Information

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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.

## 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.

## Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslff>.

## 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** 08/22/2024

**POST UNTIL** 09/11/2024

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