



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

<b>Job ID</b>	692906	<b># of Positions</b>	1
<b>Business Title</b>	Payroll Associate		
<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>	\$ 49,615.00 - \$ 49,615.00 (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, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Payroll Management & Timekeeping Unit as a Payroll Associate.

The Payroll and Timekeeping Unit manages the payroll and timekeeping of over 1,000 employees and processes the annual payroll as well as all monetary contractual agreements. The Unit processes annual leave, sick leave and accrued time for all employees as well as manages the agency's time and attendance program.

Under general direction, with latitude for independent initiative and judgment, the Payroll Associate will:

- Verify the accuracy of the payroll reports.
- Distribute paychecks and other payroll/timekeeping related documents.
- Process one-time payments and one-time deductions.
- Process check refunds, EFT stops, and EFT reversals.
- Process direct deposit Eforms.
- Perform customer service functions that relate to the processing of time and leave for agency employees.
- Setup new employees, create and maintain schedules, process in CityTime.
- Respond to employees' inquiries.
- Assist in training new employees and Supervisors in CityTime applications.
- Enroll employees into CityTime DCD hand scanners.
- Serves as Commuter Benefits Liaison/ Direct Deposit Liaison /back up to Timekeeper.
- Maintain the filing system for active and inactive employees and perform other related timekeeping duties.
- Review and process ingoing and outgoing DP2001's for transfer employees.
- Manage unit email box/main phone line and prepare communications for agency wide Time & Leave Admin updates.
- Assist with special projects and initiatives as assigned.
- Performs miscellaneous tasks as assigned by the Manager/Assistant Manager of Payroll & Timekeeping.

### Minimum Qualifications

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.

#### Preferred Skills:

The successful candidate should possess the following:

Three (3) years of experience with payroll-related functions. - Proficiency in the various NYC-specific payroll systems, including the Payroll Management System (PMS), NYCAPS, CityTime and CHRMS.

Proficiency in Microsoft Word and Microsoft Excel.

Excellent analytical skills, work ethic and attention to detail.

Excellent verbal and written communications 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.

#### 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/pslf/>.

#### 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** 12/12/2024

**POST UNTIL** 01/01/2025

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