

Civil Service Title: Office Machine Aide
Title Code No: 11702
Office Title: Timekeeper

Level: I
Salary: \$21,004 – \$29,255
Work Location: Arsenal West
Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under supervision, perform routine work of ordinary difficulty and responsibility in the operation of various office appliances.
- Code and input timekeeping data for 300-400 accounts.
- File timecards and paperwork.
- Review timekeeping reports, identify discrepancies, and make all necessary corrections.
- Maintain confidentiality of payroll and timekeeping data.
- Submit ad-hoc reports and assignments as required.

QUALIFICATIONS REQUIREMENTS

1. A four-year high school diploma or its educational equivalent.

PREFERRED SKILLS/QUALIFICATIONS

1. Knowledge and experience with city timekeeping policies and procedures. Timekeeping experience a plus.
2. Accurate record keeping and data entry skills.
3. Familiarity with citywide payroll and timekeeping financial systems including Payroll Management System (PMS).

To apply, please submit cover letter & resume with JVN # to:

Personnel - Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Attention: JVN # 846-06-11459

New York City Residency Required

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 01/13/06

POST UNTIL: 01/30/06

JVN # 846/06/11459