



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Clerical Associate, L-IV	Title Code # 10251
OFFICE TITLE Payroll Assistant	SALARY \$36,166-Minimum salary for full-time employees with less than 2 years of City Service \$41,591-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Payroll/Timekeeping & Compliance Services	LOCATION 9 Metrotech Brooklyn, NY 11201

JOB DESCRIPTION

The Clerical Associate will be responsible for the preparation of bi-weekly payroll envelopes, batching of payroll, and distribution of the bi-weekly Uniformed Payroll to ensure that paychecks are distributed to the proper work locations as well as the reconciliation of the bi-weekly payroll; distribute incoming mail and correspondence for the Uniformed Payroll Unit; track commissioner check recipients and update and maintain the commissioner check database; process check refunds and mail checks to inactive/out on leave staff; process CFR-D and disciplinary fine reimbursements and respond to inquiries received from staff, public or other agencies in a professional and timely manner; process enrollments, cancellations for Direct Deposits (EFT), College Savings Program, Transit Benefit, Treasury Direct, W4, and IT2104 changes; process new appointments, promotions, retirements, resignations, suspensions, terminations and leaves of absence; prepare reports using CHRMS; and performs other payroll related duties as directed.

QUALIFICATION REQUIREMENTS:

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

SKILLS REQUIREMENT:

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

PREFERRED SKILLS:

Must have hands-on working knowledge of PMS, RMDS, CHRMS, NYCAPS, EFORMS, ESTUBS and ESS

NOTE: New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

This position is only open to applicants with permanent status in the title of Clerical Associate.

City employees must apply via **EMPLOYEE SELF SERVICE** <https://a127-ess.nyc.gov/> Refer to Job ID #230242.

DATED: February 9, 2016

***POST UNTIL*:** February 19, 2016

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"
The Fire Department is an Equal Opportunity Employer.*