



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A

FUNCTIONAL TITLE: Timekeeper

TITLE CODE NO: 56057

HIRING RATE: \$38,183

BUREAU/WORK UNIT: Finance/Timekeeping

SHIFT: M-F 9-5

WORK LOCATION: 198 East 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under the supervisor's direction, timekeepers help manage employee timesheets for the Bronx District Attorney's Office using New York City's automated CityTime Timekeeping system.

ESSENTIAL FUNCTIONS:

1. Ability to utilize strong communication skills to effectively communicate with all levels of the agency.
2. Proficient computer skills, specifically Microsoft Word and Excel.
3. Strong attention to detail, deadlines, confidentiality and organization.
4. Solid basic math skills.

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- On a daily basis, investigate and resolve individual employee timesheet difficulties
- Prepare periodic reports on employee timekeeping activity for management (i.e., Excessive Lateness and Doctor's Restriction reports)
- Work directly with Payroll, Human Resources, and other units to ensure the integrity and effectiveness of the timekeeping process
- Reviews and audits non-CityTime time records, where necessary, for Assistant District Attorneys (ADAs). Creates and maintains timekeeping spreadsheets and files for ADAs. Communicates with Bureau Chiefs and other legal staff to obtain additional information, documentation and late time sheets
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree preferred or a high school diploma/GED and a minimum of two (2) years of relevant experience
- Some familiarity with Timekeeping processes and systems preferred

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 10th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 10/06/2016

POST UNTIL: Filled

JVN: 902-16-1303

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