



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Clerical Associate, Level 3

Salary: \$33,875 New Hire
\$38,956 Incumbent Rate
\$54,879 Maximum

Title Code: 10251

Division: Human Resources

Job Description:

The Human Resources (HR) Division is responsible for the development, management, and administration of personnel issues, including recruitment and hiring, coordination of employee benefits, career counseling, and development strategies to support employees. Under the direction of the Supervisor of Recruitment & Benefits the Human Resources Generalist will be responsible for, but not limited to the following:

- Process employee transactions in New York City Automated Personnel System (NYCAPS) such as new hires, transfers, promotions, pick up and transfers and salary adjustments.
- Review NYCAPS employee data change reports submitted through Employee Self Service.
- Ensures all new hires and transferred employees receive their hire and/or Department of Investigation (DOI) packages and reviews all paperwork for completion.
- Informs employees of their DOI interviews and reschedules appointments if needed.
- Prepares new employee personnel folders and will be responsible for requesting DP 2001's and Travelling Personnel Folders (TPF) to the appropriate agency.
- Responsible for fingerprinting employees through live Scan and forwarding all fingerprint forms and money orders to the Department of Investigations.
- Process all DP-72's in NYCAPS and ensures all DP-189 actions are completed.
- Assist the recruiter with job postings, interviews and posting on external job sites.

Preferred Skills:

Experience working in a Human Resources preferred. Must be able to work in a fast paced and diverse environment. The candidate needs to be detailed oriented and have the ability to work independently with working knowledge of Microsoft Access, Excel, Word and Outlook. Knowledge of CHRMS, NYCAPS and PMS a plus. Must have excellent oral and written communication skills.

MINIMUM REQUIREMENTS ARE ATTACHED

To qualify, you must be a permanent Clerical Associate

New York City residency is required

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.

Internal candidates must have been rated Satisfactory or better on their last performance evaluation

NYCERS is an Equal Opportunity Employer



**New York City Employees' Retirement System
Job Vacancy Notice **INTERNAL ONLY****

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TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-18-0020 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **306607**
ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **306607**

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 Requirements:

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

DATED: 09/20/17

POST UNTIL: 10/03/17

POSTING NUMBER
009-18-0020