**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

1. A baccalaureate degree from an accredited college or university and three years of satisfactory, full-time progressively responsible clerical or administrative experience, at least one year of which must have been administrative experience or experience supervising staff performing clerical work of more than moderate difficulty; or

2. An associate degree or 60 semester credits from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or

4. Education and/or experience which is equivalent to "1", "2" or "3" above. Education above the high school level may be substituted at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years. However, all candidates must possess one year of administrative or supervisory experience as described in "1" above

**Preferred Skills:**

- Working knowledge of payroll functions
- Good working knowledge of NYCAPS, CHRMS, PMS
- Experience handling sensitive and confidential information
- Well-organized, and able to work independently and collaboratively
- High degree of professionalism in communicating with external parties and internal staff
- Excellent attention to detail and organizational skills
- Good working knowledge of MS Outlook, Word, Excel

**To Apply:**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)

**NOTE:**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Post Date:** 8/17/22  **Post Until:** Filled  **Job ID:** 820-2022-546557/72

**OATH and the City of New York are Equal Opportunity Employers**