



JOB ANNOUNCEMENT

CLERK IV (TIMEKEEPER)

CHICAGO DEPARTMENT OF AVIATION

{CDA-PAYROLL SECTION}

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Salary: \$57,000

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Applications for this position will be accepted until 11:59pm CDT on 9/2/2026

Under supervision, the class performs the full range of payroll and timekeeping duties for a large City department, and performs related duties as required.

ESSENTIAL DUTIES:

· Maintains either manual or automated timekeeping records for a large group employees, represented by collective bargaining agreements, in order to record and track employees' time and attendance.

- Interprets labor contract provisions relating to rate of pay for hours worked and compensated time off for timekeeping purposes.
- Applies established timekeeping rules governing the compensation of employees for hours worked based on union contracts and the salary ordinance.
- Records timekeeping data on daily attendance and assignment sheets for employees working multiple shifts.
- Reviews time and attendance records to record time worked and to maintain balances of leave times, actual hours worked, overtime hours paid, and compensatory time due and taken.
- Uses standard arithmetic formulas established by the department to maintain records of compensatory time under the Fair Labor Standards Act (FLSA).
- Codes time rolls to account for time off without pay in a given pay period.
- Completes end of pay period reports to calculate personnel costs for overtime worked, working out of grade, holiday pay and buyback, baby furloughs and furloughs.

Additional duties may be required for this position

Address:

8420 W. Bryn Mawr Ave 6th FL, Chicago, IL

Hours: 8:30 am to 4:30pm / Monday-Friday

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS:

- Two (2) years of timekeeping, payroll or clerical work experience.

Should the above criteria not be fulfilled, the following options are acceptable:

- Graduation from an accredited college or university with an Associate's degree or higher, plus one (1) year of timekeeping, payroll, or clerical work experience

Licensure, Certification, or Other Qualifications

N/A

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment and specific job duties.** (IF you are a current City employee, Acting Up **cannot** be considered). If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position. There are three ways to provide the

information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Educational & Employment Verification:

Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position requires applicants to successfully pass a skills assessment test and complete an interview. Test results will be sent out by the Department of Human Resources after test results have been analyzed and compiled. The candidates that receive a passing score on the skills assessment test will be invited to interview for the position. Candidate(s) receiving a passing score on the test and possess the qualifications best suited to fulfill the responsibilities of the position, based on the oral interview, will be selected in seniority/lottery order.

NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).

Desired Skills:

- Previous experience in a position with timekeeping and/or payroll preparation duties.
- Previous experience interpreting labor contract provisions relating to pay rates.
- Previous experience utilizing standard formulas computing time balances and overtime pay.
- Previous experience preparing work activity reports
- Previous experience maintaining payroll records and preparing monthly salary expenditure reports.
- Previous experience resolving complaints pertaining to timekeeping methods and procedures.
- Knowledge of the Fair Labor Standards Act (FLSA.)

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

[City of Chicago :: Classification and Pay Plan](#)

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

City of Chicago
Brandon Johnson, Mayor

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[**Job Search - Basic Search - Taleo**](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Clerk IV - Timekeeper**

Clerk IV - Timekeeper (O'Hare)

\$57,000.00

Job #419631

08/19/26 - 09/02/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)