

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Office of the Bishop & Clergy Formation Office

**POSITION:** Administrative Assistant

**CATEGORY:** Non-Exempt Full-Time 8am – 5pm

**SUPERVISOR:** Chancellor / Director of Clergy Formation

### **JOB SUMMARY:**

This position provides administrative and secretarial support to the Bishop's Office and the Clergy Formation Office. Mornings in the Bishop's Office; Afternoons in the Clergy Formation Office

### **ESSENTIAL FUNCTIONS:**

#### **Clergy Formation Office:**

- Receive office visitors, telephone calls, electronic communication and relay information
- Provide secretarial and clerical support including but not limited to:
  - Compose letters, reports, memoranda, agenda and meeting notices as needed
  - Make arrangements for meetings and coordinate other activities and events as directed (may include working evenings or weekends)
  - Send reminders and updates of the above activities to those concerned
  - Maintain current webpage information
  - Follow up and complete parish billings as needed.
  - Photocopy materials requested by speakers
  - Arrange for audiovisual and other equipment and facilities
  - Arrange for lodging and travel of speakers and support staff as directed
  - Order books and other materials, maintaining/purchasing office supplies in accord with other staff
  - Maintain and arrange calendar of activities for programs of formation, continuing education, retreats and documentation for ongoing formation
- Perform other duties as assigned.

#### **Office of the Bishop:**

- Answer incoming phone calls to Bishops' office.
- Provide backup for secretarial staff in the Bishop's office during vacation time and illness
- Provide administrative support for the Vicar General
- Track all incoming Letters of Good Standing for visiting priests, deacons and speakers
- Maintain current mailing labels to parishes and pastors in the "g" drive.
- Maintain Deed files and database
- Update parish webpages on the diocesan website to reflect most recent information for clergy assignments
- Update priest database to keep current.
- Provide direct support for the Diocesan Archivist as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** AA Degree or equivalent

**Experience:** Two years of broad, varied and increasingly responsible clerical and secretarial experience.

**Skills / Knowledge:** Practicing Catholic; proficient in Microsoft Outlook, Word and Excel; (Access a plus but not required); typing 55 WPM; excellent phone skills; exceptional organizational skills; working knowledge of modern office practices and equipment; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload. Able to work independently with little supervision. Bilingual preferred but not required.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE