

Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT:	Office of the Bishop
POSITION:	Executive Administrative Assistant
CATEGORY:	Non-Exempt Full-Time 35 hours

SUPERVISOR: Manager of the Bishop's Office

JOB SUMMARY:

This position provides secretarial and administrative support to the Bishop, Vicar General, Vicar for Clergy, Chancellor, and retired bishops. This position also provides assistance, back-up, and support to the other members of the Bishop's secretarial pool and is trained to fill in as the front desk receptionist as needed.

ESSENTIAL FUNCTIONS:

Office of the Bishop:

- Answer incoming phone calls to Bishops' office.
- Distribute/meter daily mail (incoming and outgoing)
- Provide backup for secretarial staff in the Bishop's office during vacation time and illness
 - Celebret ID's
 - Outgoing Letters of Good Standing
 - Priest Vacation Requests
 - PT Memos
 - Database updates
 - Processing new priest appointments
 - Process vetting paperwork
- Greet and assist outside visitors as well as diocesan staff.
- Serve as back up to track and process all incoming Letters of Good Standing for visiting priests and deacons
- Serve as back up to process Letters of Good Standing for deacons and laity
- Provide administrative support for the Vicar General, including
 - Coordinating his participation in Diocesan boards/committees
 - Complete check requests
 - Collect receipts and prepare VISA statement
- Assist the Vicar General with the coordination of the Ecumenical Commission
 - Coordinate set-up and clean up; provide hospitality
 - Schedule meetings/book conference rooms
- Assist Chancellor with coordination of the Diocesan Pastoral Council, Presbyteral Council, & Deans, including meeting preparation, reserve conference rooms and take minutes
- Prepare appointment letters & rosters for DPC
- Submit website changes for DPC to Communications Department
- Maintain Chancellor's calendar (Core, Cabinet & standing meetings) and correspondence

- Order office supplies for Bishop’s Office including toners
- Process requests for Papal Blessings and Audiences
- File, update and maintain Deed files and lists
- Update signage and phone roster for Bishop’s Office when necessary

- Compile information and complete forms for the following reports & generate reports as needed:
 - Diocesan section of the Official Catholic Directory
 - OCD Edits - Follow up with Parishes
 - OCD Part II – Statistical Overview
 - Rome Report
 - Quinquennial Report
 - Catholic Extension Survey
 - Liturgical Information Form & Necrology List for the Paulist Press Ordo
 - Provide yearly updates for Diocesan Directory (Ecumenical & DPC)
 - Coordinate/track Annual Mass Counts
- Fill in as the front desk receptionist as needed
- Serve as back up to order, pick up, set up and clean up for weekly Cabinet lunch
- Provide clerical assistance to Bishop’s Office as needed for the following:
 - Assist with coordinating annual dinners, including NOVA, Chrism, Jubilarian
 - Coordinate meals for meetings including Presbyteral, Deans, DPC
 - Prepare general correspondence for Bishop and reconcile bank statement

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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE