

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> St. Philomene Parish	<b>POSITION STATUS:</b> Part-Time
<b>POSITION:</b> Administrative Assistant/Secretary	<b>SCHEDULE:</b> Tuesday-Friday (10:00am-5:00PM)
<b>CATEGORY:</b> Non-Exempt	
<b>Supervisor:</b> Rev. Francisco Velazquez	

**JOB SUMMARY:** The Administrative Assistant/Secretary is responsible for providing administrative support duties for all areas of the Religious Education department in accordance with diocesan guidelines. In addition, as the Administration Assistant/Secretary, is expected to perform a wide variety of moderately difficult and complex clerical tasks. They are also responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed.

**ESSENTIAL FUNCTIONS:** The Administrative Assistant/Secretary will perform a wide variety of duties which require the exercise of judgment and discretion.

1. **Preparation of Sacraments**

Record, maintain and update all sacramental files and records for the parish:

Baptism\*

First Reconciliation

First Communion

Confirmation\*+

Weddings\*+

Funerals

\*Prepare certificates

+Send notification to church of baptism

Schedule special Masses for baptisms, weddings, quinceañeras, and funerals.

2. **Phones/Visitors**

- Represent the Parish to telephone callers, and visitors.
- Provide general Parish information to callers and visitors and direct them to appropriate person or location.
- Assist parishioners in any way possible.
- Responsible for accurate “away” message on incoming parish phone line.

3. **New Parishioners/Parish Registration**

- Register new parishioners in ParishSoft database.
- Keep ParishSoft current with parishioner information.

4. **Church Bulletin/Mass Needs**

- Prepare weekly Sunday bulletin in both English and Spanish. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Prepare announcements for weekend Masses, and other special Masses under the direction of the Pastor, and place them in the appropriate binder.
- Receive and record Mass Intentions.
- Prepare bags each week for Sunday collections.

5. **General Office Needs**

- Oversee the timely opening and secure closing of the office.
- Parish Facilities
- Schedule parish facilities (hall). Oversee proper procedures with the rental of the hall.
- Develop and maintain an updated parish calendar.
- Follow up with emails sent to the church office in a timely manner.
- Sort and distribute incoming mail.
- Office supplies: Alert the Pastor when supplies need to be purchased.
- Respond to all diocesan requests for information on behalf of the Pastor and Parish
- Keep the office in good order.
- Type and copy material as requested.

6. **Miscellaneous**

- Keep the pastor informed on all matters needing his attention.
- Perform other tasks as will be assigned by the Pastor.
- Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.

7. **Payroll (Shared with Bookkeeper)**

- Obtain and gather applicable payroll and employee benefit information for processing
- Compute wages and withholdings
- Process payroll through ADP
- Perform month-end reconciliation procedures
- Prepare annual payroll information returns (W-2s, 1099s, etc.)

**EXPECTATIONS:** Exhibit flexibility, dependability and attention to detail in the day-to-day work environment. Maintain professional and timely communication. Adhere to Code of Ethical Conduct. Maintain strict confidentiality. Comply with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to: Employee standards of conduct, policy against harassment, electronic communications policy, and social media policy. Complete background checks, Safe Environment training. Perform duties as requested by the DRE or Pastor.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE