

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**DEPARTMENT:** Office of the Bishop

**POSITION:** Executive Administrative Assistant – Chancellor/Vice-Chancellor

**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, Vice-Chancellor, and retired bishop. 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
  - Database updates
  - Processing new priest appointments
- Greet and assist outside visitors as well as diocesan staff.
- Track and process all incoming Letters of Good Standing for visiting priests and deacons
- Process Letters of Good Standing for priests, deacons and laity
- Assist Vice Chancellor with coordination of the Diocesan Pastoral Council, Presbyteral Council, Deans and Independent Review Board, including meeting preparation, reserve conference rooms and ordering meals
- Prepare appointment letters & rosters for DPC, Presbyteral Council, Deans and IRB
- Coordinate and track elections for Presbyteral Council
- Submit website changes for Councils to Communications Department
- Maintain Chancellor & Vice Chancellor's calendar (Core, Cabinet & standing meetings) and correspondence
- Order office supplies for Bishop's Office including toners & code invoices
- Process requests for Papal Blessings and Audiences
- File, update and maintain Deed files and lists
- Track Confirmation questionnaires
- Prepare Confirmation Delegation letter for priests
- 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
- ORDO -Liturgical Information Form & Necrology List for the Paulist Press
- Provide yearly updates for Diocesan Directory
- Coordinate/track Annual Mass Counts
- Fill in as the front desk receptionist as needed
- 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, Chrism, Jubilarian
  - Prepare general correspondence for Bishop's Office Staff
  - Translate documents as requested
  - Perform other duties as requested

**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.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE