

# Diocese of Sacramento

## DETAILED JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>Tribunal</b>
<b>POSITION:</b>	<b>Bilingual Auditor</b>
<b>CATEGORY:</b>	<b>Non-Exempt</b>
<b>STATUS:</b>	<b>Full-Time</b>

**SUPERVISOR:** Moderator of the Tribunal Chancery

### JOB SUMMARY:

This bilingual (English/Spanish) position works cooperatively with the Moderator of the Tribunal Chancery, Judicial Vicar, Tribunal Judges, and other members of the Tribunal staff in the canonical instruction of cases presented to the court for evaluation.

### ESSENTIAL FUNCTIONS:

- Serves primarily as Auditor for the Tribunal in accordance with the procedures and requirements in the Roman Catholic Code of Canon Law.
  - Manages approximately 50 Formal, *Ligamen*, Pauline Privilege, and Favor of the Faith cases as assigned.
    - Understands and applies Canon Law to each type of case.
    - Follows the procedures of the Tribunal and canonical process for each type of case, from beginning to conclusion of the case.
    - Maintains and updates case files electronically (CaseMaster) and physically (paper version).
    - Scans completed case files into LaserFiche.
  - Conducts and transcribes interviews with Petitioner, Respondent, and witnesses in person or by phone, in both English and Spanish.
    - Ability to determine when and which follow-up questions are needed, and to ensure that each interview report contains the information necessary for application of Canon Law and determination/resolution by the court.
    - Ability to encourage party or witness to be as forthcoming as possible in their testimony.
    - Translate interviews from Spanish to English.
  - Collects and assesses the testimony presented for each case.
    - Reads and reviews all testimony submitted and utilizes judgment to determine whether there is sufficient information for the matter to be forwarded to the Tribunal court.
    - Consults with the judge *ponens* on the case, keeping him/her informed of the progress of each case.
    - Proposes additional action when needed (change of grounds, additional questionnaires, etc.).
    - Follows up on and carries out judge's procedural directives in matters.
    - Keeps judges' schedules in mind while ensuring the effective case management and procedural progression of each case.
  - Act as liaison to Parish Advocate and Petitioner of each case, maintaining regular communication on the procedural status of the matter.
    - Parish Advocate is copied on all communication with the Petitioner and is kept up-to-date on the status of each case submitted.
    - Parish Advocate is encouraged in his/her work with the Petitioner.
    - Prepare correspondence to parties (both written and email) as needed.
- Serves in a secondary capacity as a Notary and Advocate/Procurator, also in accordance with the procedures and requirements of Canon Law, as needed.
  - Notary:
    - Generates all decrees, questionnaires, and forms for assigned cases following the progression of each case. Ensures each contains correct information, dates, deadlines, etc.
  - Advocate/Procurator: (if appointed by a Respondent in a case)
    - Consults with Respondent, answering questions and keeping party informed of the process.

- Prepares Advocate briefs when appropriate.
  - Interviews party to the case; transcribes the interview.
  - Meets with the party to review testimony, provide counsel as needed.
- Answers incoming phone calls into the Tribunal's main phone line; prepares outgoing mail and sorts incoming mail
- Works cooperatively with the Moderator of the Tribunal Chancery, Judicial Vicar, and other members of the Tribunal staff.
  - Meets with the Moderator on a regular basis for review of caseload.
  - Troubleshoots cases with staff members; shares experience and ideas.
- Assists persons seeking information regarding annulments in person, by phone, or in writing, in both English and Spanish.
  - Answer questions and provide information regarding grounds, types of cases, steps in the process, etc.
- Gives presentation(s) at training programs for Parish Advocates (priests, deacons, lay ministers), in both English and Spanish.
  - Prepares PowerPoint slide presentation(s).
  - Develops presentation(s) on various types of cases and how they are adjudicated.
  - Present case studies for discussion and solution with participants.
- Attends staff meetings and participates in discussions concerning difficult cases.
  - Brainstorm options/solutions to difficult cases.
  - Ability to discuss and understand complex situations and apply Canon Law to them.
  - Lead staff in prayer as assigned.
- Performs other duties as requested.
  - Processes Dispensations and Permissions, Marriage Testimonials, and Lack of Form cases as needed.
  - Assists with requests from other diocesan tribunals to depose witnesses, search records, etc.
  - Participates in Pastoral Center staff programs (annual staff Lenten retreat, staff Masses, Lenten soup meals, etc.).
  - Assists with maintenance of case storage files, keeping Tribunal office presentable.

#### **MINIMUM QUALIFICATIONS:**

**Education:** 4 year college degree from accredited college or university preferred

**Experience:** Demonstrated experience in tribunal work and canon law preferred; other pastoral work experience desirable.

**Skills / Knowledge:** Proficient in Microsoft Office products (Word, Excel, PowerPoint) and able to learn other software programs including CaseMaster; typing 55 WPM, excellent phone and 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 mission, doctrine, and law of the Catholic Church; 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. Must be a practicing Catholic and in good standing in the Catholic Church.

Bilingual skills (English/Spanish) are required for this position.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE