

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

<b>DEPARTMENT:</b>	<b>Office of the Bishop</b>		
<b>POSITION:</b>	<b>Administrative Assistant</b>		
<b>CATEGORY:</b>	<b>Non-Exempt</b>	<b>Full-Time</b>	<b>35 hours</b>

**SUPERVISOR:** Manager of the Bishop's Office

**JOB SUMMARY:**

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

**ESSENTIAL FUNCTIONS:**

- Answer incoming phone calls to Bishop's Office
  - Distribute/meter daily mail (incoming and outgoing)
  - Fill in as front desk receptionist as needed
  - Order food, pick up, set up and clean up for weekly Cabinet lunch
  - Prepare and submit News Weekly
  - Prepare monthly ordination anniversary reports of priests and deacons for news weekly
  - Assist Vice-Chancellor with coordination of Presbyteral Council, Diocesan Pastoral Council, Deans and Independent Review Board
    - Maintain current rosters and track terms of board members
    - Prepare appointment letters for new members
    - Submit changes of board members to Communications Department
    - Prepare meeting material, reserve conference rooms, set up meals/hospitality
  - Provide administrative assistance to Vicar for Clergy
    - Track Priests' Time off Requests
    - Prepare Celebret ID's for priests
    - Process Letters of Good Standing for priests and laity
    - Process and track Letters of Good Standing for visiting priests and deacons
  - 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
    - Coordinate/track Annual Mass Counts
  - Greet and assist outside visitors as well as diocesan staff
  - Order office supplies for Bishop's Office including toners and code invoices
  - Provide backup for other administrative assistants in the Bishop's office during vacation time and illness
- 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:** Proficiency in Microsoft Office products (including, Word, Excel, Access, Publisher, Outlook); typing 55 WPM; excellent phone skills 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 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. Ability 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

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DATE