

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Office of the Bishop
POSITION:	Administrative Assistant
CATEGORY:	Non-Exempt Part-Time 9am – 1pm

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
- Greet and assist outside visitors as well as diocesan staff.
- Track all incoming Letters of Good Standing for visiting priests, deacons and speakers
- Maintain current mailing labels to parishes and pastors in the "g" drive.
- Provide administrative support for the Vicar General, including coordinating his participation in Diocesan boards/committees
- Assist the Vicar General with the coordination of the Ecumenical Commission
 - Compose agenda; coordinate set-up and clean up; provide hospitality
 - Assist with coordinating diocesan ecumenical events
- Assist Vicar General with coordination of Radio Santisimo
 - Provide hospitality for meetings; set-up and clean-up;
 - Schedule meetings/book conference rooms
- Update parish webpages on the diocesan website to reflect most recent information for clergy assignments
- Fill in as the front desk receptionist as needed.

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. Bilingual preferred but not required.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE