

**Diocese of Sacramento  
JOB DESCRIPTION**

**DEPARTMENT:** Office of Clergy Formation

**POSITION:** Administrative Assistant

**CATEGORY:** Non-exempt Part Time

**SUPERVISOR:** Uli Schmitt

**JOB SUMMARY:** This position provides secretarial and administrative support to the Director of the Office of Clergy Formation. Works closely with staff members in the Bishop's Office.

**ESSENTIAL FUNCTIONS:**

- Receive office visitors, telephone calls, electronic communication and relay information
- Provide secretarial and clerical support including but not limited to:
  - Compose letters, reports, memoranda, agenda and meeting notices as needed
  - Make arrangements for meetings and coordinate other activities and events as directed (may include working evenings or weekends)
  - Sending reminders and updates of the above activities to those concerned
  - Maintain current webpage information
  - Follow up and complete parish billings as needed.
  - Photocopy materials requested by speakers
  - Arrange for audiovisual and other equipment and facilities
  - Arrange for lodging and travel of speakers and support staff as directed
  - Order books and other materials, maintaining/purchasing office supplies in accord with other staff
  - Maintain and arrange calendar of activities for programs of formation, continuing education, retreats and documentation for ongoing formation
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS:**

**Education:** A.A. degree or equivalent

**Experience:** Four years of broad, varied and increasingly responsible clerical and secretarial experience

**Skills / Knowledge:** Proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; 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 while meeting deadlines.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE