

**Diocese of Sacramento
JOB DESCRIPTION**

DEPARTMENT: Office of Clergy Formation

POSITION: Administrative Assistant

CATEGORY: Non-exempt Full Time

SUPERVISOR: Department Director

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

ESSENTIAL FUNCTIONS:

Clergy Formation Office Responsibilities:

- Receive office visitors, telephone calls, electronic communication and relay information
- Provide information concerning department activities, policies and programs, or refer to other sources of 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)
 - Maintain current databases for Spanish and English Deacons and deacon candidates
 - Maintain and arranging the calendar of activities for programs of formation, continuing education and retreats
 - Sending reminders and updates of the above activities to those concerned
 - Maintain and monitor a Priests' database for their ongoing formation and activities to ensure expectations are met and documented
 - Maintain current webpage information
 - Order office supplies for office as well as other needed books and materials
 - Bill parishes and individuals as needed.
 - Maintain records of the above business transactions
 - 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
 - Assist with annual budget review and provide data for income and expense analysis
- Perform other duties as assigned

Delegate for Religious Responsibilities:

- Add and update changes in Diocesan Directory and Email Distribution group for all religious as needed.
- Annually request update from all Religious groups and update data; maintain files.
- Coordinate annual Vespers and Dinner with Bishop for Religious Jubilee celebration.
- Coordinate annual Open House at Bishop's home for all Religious.
- Provide support to Delegate for Religious regarding correspondence to Religious.
- Mail Christmas cards to all Religious from Office of Religious.

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 Office products (including Access, Word, Excel, Publisher); 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 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. .

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE