

# Diocese of Sacramento

## JOB DESCRIPTION

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

**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:**

- Primary support person for Chancellor
  - Assist Chancellor with coordination of the Diocesan Pastoral Council, Presbyteral Council, Deans, Independent Review Board & Mission Integration Committee, including meeting preparation, set up, reserve conference rooms and minutes
  - Prepare appointment letters, rosters & calendars for DPC, Presbyteral Council, Deans & IRB
  - Coordinate & track elections for the Diocesan Pastoral Council & Presbyteral Council
  - Submit website changes for Council members to Communications Department
  - Assist with meetings at Bishop's Residence: Annual Core Meeting, Deans Meetings, etc.
  - Maintain Chancellor's calendar and correspondence
  - Order annual Magnificats & update employee list with Chancellor
- Primary support person for Bishop Weigand
  - Maintain Bishop Weigand's correspondence and files
  - Notify Bishop Weigand of calendar requests and respond accordingly
  - Request Confirmation Forms for Bishop Weigand and prepare packets
- 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
  - Quinquennial Report
  - Catholic Extension Survey
  - Liturgical Information Form & Necrology List for the Paulist Press Ordo
  - Provide yearly updates for Diocesan Directory
  - Coordinate/track Annual Mass Counts
- Process requests for Papal Blessings and audiences
- Assist with coordination of Annual Chrism Mass ( labels for oils; order supplies; assist with preparation of oils; mail oils to parishes in timely manner)
- Order office supplies for Bishop's Office, Office Depot, Stationary, Toners, & Miscellaneous items from vendors
- Drive & run errands as needed; keep hospitality / beverages / snacks stocked
- Assist Vicar General with communication and preparation for priests' funerals

- Greet and assist outside visitors as well as diocesan staff
- Answer incoming calls to Bishop's office
- Prepare Confirmation Delegation Letters
- Prepare Letters of Good Standing for laity
- Provide back for Letters of Good Standing for priests (Diocesan and Visiting Clergy)
- Update Retired/Inactive Priests mailing labels for Weekly News
- File, update and maintain Deed files & lists
- Order, pick-up, set-up, and clean up for the Weekly Tuesday Cabinet Lunch
- Attend and Support Safety Committee
- Update signage and phone roster for Bishop's Office when necessary
- Fill in as the Front Desk Receptionist weekly and as needed
- Coordinate front desk coverage for vacations and absences
- Perform other duties as requested

***Building Responsibilities:***

- Code all Office Depot, Caltronics, Ready Refresh (water) Sacramento Bee & Catering invoices
- Order and stock coffee supplies; oversee coffee stations
- Purge files for Bishop's Office for shredding day

**MINIMUM QUALIFICATIONS:**

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

**Experience:** Two years of broad, varied and increasingly responsible clerical and secretarial experience.  
Bilingual (English/Spanish) preferred, but not required.

**Skills / Knowledge:** Advanced proficiency in Microsoft Office products (including Access, Word, Excel, Publisher); 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. Ability to work independently with little supervision.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE