# Diocese of Sacramento

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Safe Environment Office</th>
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<tbody>
<tr>
<td>POSITION:</td>
<td>Background Check Clerk / Administrative Assistant</td>
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<tr>
<td>CATEGORY:</td>
<td>Non Exempt Full Time</td>
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**SUPERVISOR:** Safe Environment Coordinator

**JOB DESCRIPTION:**

Responsible for the maintenance and operation of the Diocese of Sacramento fingerprint/background check screening program for all parish employees and volunteers, school employees and volunteers and pastoral center/diocesan employees.

**ESSENTIAL FUNCTIONS:**

- Maintains computer fingerprint/background check database, requiring extensive data entry.
- Accesses the Department of Justice secure web page to retrieve fingerprint reports.
- Accesses results of electronic background checks.
- Enters fingerprint/background data into secure diocesan database.
- Maintains security and confidentiality of all information.
- Properly maintains (in locked cabinets) and disposes of DOJ printed reports in accordance with legal requirements.
- Consults with Safe Environment Coordinator regarding any questionable results or clearances.
- Corresponds with sites (parishes and schools) regarding employee or volunteer eligibility to work with minor children.
- Produces and emails fingerprint/background check reports for parishes and schools.
- Answers questions and inquiries regarding the fingerprint/background check process and safe environment training for adults and children.
- Works closely with Spanish-speaking communities to implement the fingerprint/background check guidelines and all safe environment training programs.
- Communicates with parishes and schools regarding all safe environment training programs.
- Periodic travel or visits throughout the diocese for safe environment trainings.
- Interacts/communicates with other departments within the pastoral center regarding fingerprint/background check questions and safe environment issues.
- Provides administrative support for the Safe Environment office as needed, including but not limited to; preparing mailings, copying, faxing, telephone calls, and assisting in the preparation of safe environment events, classes and presentations.
- Assists with coverage for the front desk receptionist.

**MINIMUM QUALIFICATIONS:**

- Bilingual: English/Spanish
- Strong computer skills; Efficiency in Microsoft Word and Access required.
Successful completion of background check through the DOJ and FBI, including a CORI clearance in order to access the fingerprint results of others.

Ability to handle sensitive and personal information in a professional and legal manner.

EDUCATION:
High school diploma or general education degree (GED).

EXPERIENCE:
Two years successful secretarial experience.

SKILLS / KNOWLEDGE:
Computer software skills including Microsoft Word and Access; Typing or word processing at 60 wpm; Database management knowledge required; Ability to set priorities and organize work effectively; Bilingual English/Spanish.

____________________________________________             ________________
EMPLOYEE SIGNATURE                     DATE

_____________________________________________           _________________
SUPERVISOR SIGNATURE                  DATE