

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Catholic School Department

**POSITION:** Admin. Assistant

**CATEGORY:** Non-Exempt

**POSITION STATUS:** Full Time

**SUPERVISOR:** Associate Superintendent

**JOB SUMMARY:** The administrative assistant provides secretarial and related office services for members of the Catholic School Department. The administrative assistant respects Catholic values and exemplifies Catholic living. The administrative assistant is accountable to implement the mission and vision of the Catholic School Department, to follow the policies of the Diocese of Sacramento and adheres to the directives set by Catholic School Department.

**ESSENTIAL FUNCTIONS:** The administrative assistant establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgment and confidentiality.

### **General Responsibilities:**

Exhibits flexibility in the day-to-day work environment  
Communicates professionally and in a timely manner with all stakeholders  
Adheres to Code of Ethical Conduct  
Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy  
Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment  
Performs additional duties as requested by the superintendent or associate superintendents

### **Essential Responsibilities:**

- Answers phone calls to the CSD
- Prepares and prints agendas
- Makes copies as needed
- Creates PAL certificates
- Completes mailing as needed
- Meeting and event set-up and take down
- Orders supplies, hospitality, water
- Birthday cards for principals and CSD staff
- CSD Correspondence for condolences, retirement, etc.
- Management of Weekly CSD Updates
- Management of Basecamp
- Management of Personnel Files
- Management of Student Events (Registration, Preparation for Event, and Certificates)

- Updates all CSD directories and manages email lists on Outlook
- Manages transcript requests, and education and employment verification requests
- Tracks and orders teacher awards
- Supports scholarship process as indicated in the timeline for scholarships
- Reconcile invoices, reimbursement, and visa statements for Associate Superintendents
- Schedule Zoom Meetings for CSD
- Support Shared Services with School Event billing through FACTs
- Maintain up to date international students records through SEVIS

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma

**Experience:** Previous experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Catholic School Department mission
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, Google Suite and computerized software
- Displays proficiency in social media usage and communication
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE