

Diocese of Sacramento
DETAILED JOB DESCRIPTION

DEPARTMENT	Tribunal	
POSITION	Judge	
CATEGORY	Exempt	Full-Time (40 hours per week)

SUPERVISORS: Mrs. Cheryl M. Tholcke (administrative responsibilities), Very Rev. Mark R. Richards, JCL (canonical responsibilities)

POSITION SUMMARY

This position works cooperatively with the Moderator of the Tribunal Chancery, Judicial Vicar, other Tribunal Judges, and members of the Tribunal staff in the canonical instruction of cases presented to the court for evaluation.

ESSENTIAL FUNCTIONS

- Serves primarily as one of three judges – the other two being clerics – on a three-judge court.
 - Serves as judge *ponens* for cases, as assigned by the Judicial Vicar
 - Responsible for the timely processing of assigned cases, making sure proper canonical procedure is followed and the rights of the parties are protected
 - Supervise the instruction of assigned cases, including the interview of parties and/or witnesses as needed; available for consultation with the assigned Case Auditor
 - With Case Auditor, discuss and assess the testimony submitted and to troubleshoot any difficulties with the case, in accord with canon law
 - Write the sentence of assigned cases
 - Serves as collegiate judge for cases, as assigned by the Judicial Vicar
- Assists the Judicial Vicar and Office of the Bishop
 - Consultation on canonical matters
- Assists Tribunal staff in troubleshooting cases, sharing experiences and ideas, clarifying application of Canon Law to various situations
- Assists Tribunal staff in responding to requests from parishes regarding documents needed from parishes in Mexico and other Spanish-speaking countries
- Gives presentation(s) at training programs for Parish Advocates (priests, deacons, lay ministers) including but not limited to: preparing PowerPoint presentation, developing presentation on a topic, presenting and discussing case studies

MINIMUM QUALIFICATIONS

Education: Licentiate or doctorate in Canon Law; must be of unimpaired reputation

Experience: Demonstrated experience in Tribunal work and Canon Law

Skills / Knowledge: Knowledge of Canon Law and its application; deeper knowledge of marriage law and the canonical processes; knowledge of the Teachings of the Church regarding marriage; ability to read, analyze, and interpret the Code of Canon Law, canonical jurisprudence, and canonical literature as applied to canonical issues; ability to work within the canonical environment and to explain it to others; knowledge of ecclesiastical Latin and a proficiency in written and oral English and Spanish; knowledge of Latin American cultures; ability to maintain strict confidentiality; ability to work in a team-oriented environment; ability to work with and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise; proficient in Microsoft Office products (Word, Excel, PowerPoint) and able to learn other software programs including CaseMaster; knowledge of the office procedures of the Tribunal in Sacramento.

EMPLOYEE SIGNATURE

DATE

MRS. CHERYL M. THOLCKE
MODERATOR OF THE TRIBUNAL CHANCERY

DATE

VERY REV. MARK R. RICHARDS, JCL
JUDICIAL VICAR

DATE