

## Diocese of Sacramento JOB DESCRIPTION

**PARISH:** St. Theresa Parish

**POSITION STATUS:** Full Time

**POSITION:** Secretary / Bilingual (Spanish)

**SCHEDULE:** Monday - Friday

**CATEGORY:** Non-Exempt

**9am-4pm (one hour lunch)**

**SUPERVISOR:** Pastor / Parochial Administrator

**JOB SUMMARY:** Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed.

**ESSENTIAL FUNCTIONS:** The Secretary provides secretarial and clerical support to the pastor and parish community.

1. Provides receptionist services for the parish office.
  - Records clear and accurate phone messages.
  - Handles routine questions about parish and sacramental policies.
  - Greets visitors.
2. Provides secretarial, clerical, record-keeping services for the pastor and the parish Community.
  - Prepare outgoing mail.
  - Screens and distributes incoming mail and other related material.
  - Maintains filing system of sacramental records.
  - Monitors and orders office supplies.
  - Type letters and other office correspondence as needed.
  - Maintains and updates parish schedule and calendar.
  - Maintains records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioners, financial contributions (writes receipts, etc.)
3. Coordinates volunteers and prepares the volunteer schedules for the parish.
4. Other duties may be required, as needed.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** Three to five years of general office experience to include the use of office software and interacting with the public.

**Skills / Knowledge:** Must be proficient in using Microsoft Word and Excel; contribution database software; good organizational skills; ability to maintain **strict confidentiality**; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; 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 while meeting deadlines.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

DRAFT