

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Office of Lay Personnel	POSITION STATUS: Part Time
POSITION: HR Administrative Assistant	SCHEDULE: Monday-Friday 9am – 4pm
CATEGORY: Non-Exempt	

SUPERVISOR: Director of Lay Personnel

JOB SUMMARY: Responsible for overseeing the smooth running of the office in addition to providing secretarial and related office services for the Director of Lay Personnel and other employees as needed. In addition, as the Human Resource Administrative Assistant, under supervision, is expected to perform a wide variety of moderately difficult and complex clerical tasks.

ESSENTIAL FUNCTIONS: The Human Resource Administrative Assistant will perform a wide variety of duties which require the exercise of judgment and discretion. This position may have very little direct supervision and is expected to determine when and how tasks are accomplished.

1. Manage the department's telephone center and address queries accordingly.
2. Greet persons coming to the department in a courteous and friendly manner, identifying their need and refer them to the appropriate staff person.
 - a. Process employees' requests and provide relevant information.
3. Receive, open, sort, stamp and distribute incoming mail.
4. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
5. Participates in administrative staff meetings and attends other meetings and seminars.
6. Participates in developing department goals, objectives and systems.
7. Assists with preparing department for hosted workshops.
8. Collaborate with HR Generalist to post and track Job Announcements on the Diocesan website.
9. Collaborate with HR Generalist to track all incoming resumes for Pastoral Center positions; coordinate all necessary communication with the candidate such as request additional material as needed and send out rejection letters at appropriate time; follow retention guidelines such as maintaining resumes electronically for two years.
10. Collaborate with HR Generalist to oversee process for third party background checks.
11. Assist with preparing and maintaining employee files for Pastoral Center staff.
12. Maintains departments filing needs.
13. Prepare reports and presentations for internal communications.
14. Oversees the age attainment report and follows up with communication.
15. Prepare new orientation packets for new employee orientation.
16. Prepare employee benefit packets.
17. Other duties as required and assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: One year of experience in typing and clerical work.

Skills / Knowledge: Modern office methods and practices, including letter and report writing, receptionist and telephone techniques, and filing systems; correct English usage, spelling, grammar and punctuation. Typing speed of 45 net words per minute.

Ability to: Perform responsible clerical work with accuracy and speed; learn and interpret specific laws, rules, and policies and to apply them with good judgment in a variety of situations; excellent organizational and time-management skills; analyze situations and adopt an effective course of action; work cooperatively with others; meet the public tactfully and courteously and to answer questions in person or by telephone; compile and maintain accurate and complete records and reports; operate common office machines. Must be a practicing Catholic with knowledge and understanding of the Catholic Church in general.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE