

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Tribunal

POSITION: Administrative Assistant

CATEGORY: Non-Exempt Full-Time

SUPERVISOR: Moderator of the Tribunal Chancery (Director)

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

- Primary support person for Moderator and Judicial Vicar
 - Provides secretarial support as needed
 - Keeps the schedule of the Moderator and Judicial Vicar
- Answers all incoming phone calls into the Tribunal's main phone line
- Serves primarily as a Notary for the Tribunal
 - Maintains Case Registration Books with completeness and accuracy
 - Processes all paperwork and documents for signature by the Judicial Vicar for:
 - Dispensations and Permissions
 - Marriage Testimonials
 - Generates and prepares the decree, forms, and letters for Lack of Form cases for signature by the Judicial Vicar
 - Reviews for completeness and accuracy all paperwork and documents submitted for Formal, *Ligamen*, Pauline Privilege, and Favor of the Faith cases
 - Assists and provides direction to parish advocates regarding submission of case paperwork and documents
- Assists persons seeking information regarding annulments in person, by phone, or in writing
 - Answers questions and provides information regarding paperwork and documents
- Records payments for services and materials
 - Prepares weekly deposit for finance office
 - Enters payments into case files in CaseMaster
 - Sends invoices to individuals and parishes and requests checks, as needed
- Transcribes and/or translates interviews from Spanish into English, as needed
- With the Moderator, coordinates the details of the annual training programs
 - Manages the registration process for participants, including confirmation of participation
 - Serves as the liaison between the Tribunal and site of training program with regard to room set up and audiovisual needs, schedule, meals, housing assignments
- Maintains and orders office supplies, including toner for printer and copier
- Attends and participates in staff meetings
 - Lead staff in prayer as assigned
- Performs other duties as requested
 - Participates in Pastoral Center staff programs (annual staff Lenten retreat, staff Masses, Lenten soup meals, etc.)
 - Scans completed case files into LaserFische

MINIMUM QUALIFICATIONS

Education: 4 year college degree from accredited college or university preferred

Experience: Demonstrated experience in pastoral work preferred

Language: Fluency in English and Spanish required

Skills / Knowledge:

- Proficient in Microsoft Office products (Word, Excel, Publisher) and able to learn software programs including CaseMaster;
- Type 55 WPM, excellent phone and organizational skills;
- Working knowledge of modern office practices and equipment;
- Ability to maintain strict confidentiality;
- Professional temperament and appearance;
- Ability to communicate effectively in English and Spanish in oral and written form using correct spelling, grammar, and punctuation;
- Knowledge and understanding of the mission, doctrine, and law of the Catholic Church;
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise;
- Ability to work in a team-oriented environment, handle multiple assignments consecutively, and prioritize workload;
- Must be a practicing Catholic and in good standing in the Catholic Church.