

Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT: **Office of the Bishop**

POSITION: **Administrative Assistant**

CATEGORY: **Non-Exempt** **Full-Time** **35 hours**

SUPERVISOR: **Manager of the Bishop's Office**

JOB SUMMARY:

This position provides administrative support to the Bishop, Auxiliary Bishop, Vicar for Clergy, Chancellor, Vice-Chancellor, and retired bishop. This position also provides assistance and back-up to the other members of the Bishop's administrative pool and is trained to fill in as the front desk receptionist as needed.

ESSENTIAL FUNCTIONS:

- Answer incoming phone calls to Bishop's Office
- Distribute/meter daily mail (incoming and outgoing)
- Fill in as front desk receptionist as needed
- Order food, pick up, set up and clean up for weekly Cabinet lunch
- Prepare monthly ordination anniversary reports of priests and deacons for news weekly
- Assist Vice-Chancellor with coordination of Presbyteral Council, Diocesan Pastoral Council, Deans and Independent Review Board
 - Maintain current rosters and track terms of board members
 - Prepare appointment letters for new members
 - Submit changes of board members to Communications Department
 - Prepare meeting material, reserve conference rooms, set up meals/hospitality
- Provide administrative assistance to Vicar for Clergy
 - Track Priests' Time off Requests
 - Prepare Celebret ID's for priests
 - Process Letters of Good Standing for priests and laity
 - Process and track Letters of Good Standing for visiting priests and deacons
- Compile information and complete forms for the following reports & generate reports as needed:
 - Diocesan section of the Official Catholic Directory
 - OCD Edits - Follow up with Parishes
 - OCD Part II – Statistical Overview
 - Rome Report
 - Coordinate/track Annual Mass Counts
- Greet and assist outside visitors as well as diocesan staff
- Order office supplies for Bishop's Office including toners and code invoices
- Provide backup for other administrative assistants in the Bishop's office during vacation time and illness

Perform other duties as requested

MINIMUM QUALIFICATIONS:

Education: AA Degree or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical and secretarial experience.

Skills / Knowledge: Proficiency in Microsoft Office products (including, Word, Excel, Access, Publisher, Outlook); typing 55 WPM; excellent phone skills 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 oral and written form using correct spelling, grammar and punctuation; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; 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. Ability to work independently with little supervision. Bilingual preferred but not required.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE