

**Diocese of Sacramento
JOB DESCRIPTION**

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| PARISH: | |
| POSITION: | Secretary/Office Manager/Administrative Assistant |
| CLASSIFICATION: | Non-Exempt |
| SCHEDULE: | Full Time |

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for providing secretarial and related office services for members of the parish and/or school staff and various other committees and boards. Other possible titles for this position include Administrative Assistant, Office Manager and Secretary.

Note: The duties of the Secretary/Office Manager/Administrative Assistant will vary from one parish to another, dependent upon other staff resources and individual parish/school needs. The following Essential Functions responsibilities may not all be appropriate for each parish. Parishes are encouraged to use this as a guide in delineating their own individual needs.

ESSENTIAL FUNCTIONS:

A. FOR ALL SECRETARIAL POSITIONS

- Perform secretarial duties for the pastor, principal, and other designated staff; receives and places telephone calls; schedules appointments; types written communications and processes mail. Greets and refers visitors to the appropriate ministers, services or agencies. Prepare bulk mailings.
- Establish office record-keeping and filing systems. Maintain schedule of office hours for staff. Attend staff meetings and other meetings as requested.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinate the use of keys for facilities.
- Maintain petty cash fund and record and prepare church use fees for deposit.
- Oversee the timely opening and secure closing of the office each day. Ensure that all machines are off, answering service is on, windows and doors are locked and all appropriate lights and heat are off.

- Oversee an inventory of office supplies. Order materials, supplies or equipment as needed. Oversee the maintenance contracts for the various office machines.
- Coordinate volunteer programs. May supervise volunteers as needed for office and other parish projects. Recruit, orient, trains, and support volunteers.
- Supervise office support staff positions. Participate in the recruiting, hiring, and evaluating of office staff.

B. SECRETARIAL POSITIONS SUPPORTING PARISH ACTIVITIES

- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Update census records on a regular basis.
- May maintain the parish offering envelope system. Update data on a regular basis. Post contributions on a weekly basis and mails contribution statements.
- Coordinate scheduling of weddings, funerals, and other events. Contact appropriate persons involved, communicate with families/relatives regarding the procedure for these services.
- Develop and maintain a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, first Penance and Confirmation.
- Provides assistance to persons in need that come to the parish. Provides charitable assistance supported by the parish and/or through referring persons to and/or through charitable social agencies/organizations.
- Participates in the outreach and welcoming ministry. Sends letters to new parishioners inviting them to register and welcomes them when they do.

C. SECRETARIAL POSITIONS SUPPORTING EDUCATIONAL ACTIVITIES

- Provide secretarial support for the school or religious education office. Perform typing, proofreading, and editing materials. Duplicate and distribute materials and processes incoming and outgoing mail.
- Establish and maintain a comprehensive filing system for student files and records. Maintain and update student records including data on attendance.

- May maintain tuition and fee schedules. May develop and update record keeping system on an annual basis to ensure that fees collected are recorded accurately.
- Coordinates the registration process for new students. Ensure that parents have received and accurately completed all necessary forms.
- Provides other assistance as needed. May contact substitute teachers, assist in completing an annual inventory and process purchase orders.

MINIMUM QUALIFICATIONS:

Education, Training, and/or Experience: High School Diploma or equivalent; three years of successful general secretarial experience.

Skills/Abilities: Typing at 50 wpm; demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems; ability to compose correspondence, minutes and/or reports; ability to represent the parish/school to those who call, write or visit; ability to honor and maintain confidentiality; supervisory and office management experience preferred.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

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| Employee Signature | Date | Supervisor Signature | Date |