

# Diocese of Sacramento JOB DESCRIPTION

<b>DEPT:</b>	Pendola	
<b>POSITION:</b>	Secretary II	
<b>CATEGORY:</b>	NON EXEMPT	Part Time

**SUPERVISOR:** Director of Pendola Center

**JOB DESCRIPTION:** Responsible for providing secretarial and receptionist service for the Pendola Department.

**ESSENTIAL FUNCTIONS:**

- Receptionist/Reception area kept organized
- Prepares mailings (including bulk mailing preparation)
- Marriage Preparation Registration for English speaking engaged couples
- Assists supervisor with fingerprinting process for the department
- Operates pastoral center machinery, e.g. copier, fax, brochure folder, scanner, bulk mailing, etc...
- Other duties as designated by the supervisor

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or equivalent

**Experience:** Five years of successful secretarial experience

**Skills / Knowledge:** Word Processing: Pitney Bowes Computer & Software for bulk mailing; Paradox; office scanner; data entry; ability to set priorities and organize work effectively.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date