

**DIOCESE OF SACRAMENTO  
JOB DESCRIPTION**

<b>DEPT:</b> <b>POSITION: Receptionist</b>	<b>Non Exempt FULL TIME</b>
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**SUPERVISOR: Pastor and Pastoral Associate**

**ESSENTIAL FUNCTIONS:**

1. Front Desk Reception / Mail-Copy Room.
  - Greet and assist visitors to the parish office.
  - Maintain visitors' and maintenance sign-in logs.
  - Receive incoming calls to main telephone number for parish office; answer inquiries of a general nature or transfer calls to appropriate staff.
2. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items from parish staff for pick-up at front desk. Each item is stamped with date, time and from whom received.
3. The receptionist will sort the parish mail and place it in the appropriate mail slot.
4. The receptionist will be responsible for the Bulk Mail process under the supervision of the Pastoral Associate.
5. The receptionist will update and maintain sacramental registers as instructed either by parish personnel or notification received through the mail and send the appropriate notification of sacraments to the parish of Baptism. This also includes completing and providing sacramental certificates as requested by parish staff or as requested by telephone or mail.
6. The receptionist will perform various computer tasks such as prepare form letters to be sent out to parishioners and data entry.
7. The receptionist will keep the Pastoral Associate informed as to the need to order office supplies, such as copy paper, bulk mail envelopes, postage stamps, telephone logs, pens, pencils, etc.
8. The receptionist will assume miscellaneous duties as assigned by the Pastoral Associate such as stuff bulletins, send out special mailings, make copies, light typing.

10. All other duties assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or equivalent.

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

**Skills / Knowledge:** Knowledge of receptionist and telephone techniques; typing speed of 45 net words a minute; correct English usage, spelling, grammar and punctuation; skill in using standard office machines; work well with others.