

Diocese of Erie
St. Mark Catholic Center

Position Profile

Title: Secretary/Administrative Assistant
Office of Matrimonial Concerns and
The Tribunal

Reports to: Judicial Vicar

Incumbent:

Incumbent Signature **Date**

Approved by: _____

___ Exempt X Non-Exempt

 ___ Ministerial

___ Full Time X Part Time

Anniversary Date:

Revision Date:

OBJECTIVE:

To serve the Office of Matrimonial Concerns and the Tribunal by providing administrative support to the Judicial Vicar and Office staff in accordance with established norms, duties, and responsibilities assigned by the Judicial Vicar.

I. RESPONSIBILITIES:

The following responsibilities are shared with the full-time secretary and defined but not limited to:

- A. Answer the telephone and direct calls to the appropriate staff members or other departments;
- B. Open and direct mail for department;
- C. Provide materials, forms, and basic information to clergy and laity and refer more complex questions and requests to the appropriate staff member;
- D. Schedule the conference room and interviews as directed by staff members;
- E. Transcribe marital histories and interviews;
- F. Process new cases by entering information in computer and assign court;
- G. Prioritize and process case files that are placed in bins by staff;
- H. Send cases to court-appointed psychological expert as needed;
- I. Send cases to Defender of the Bond as needed;
- J. Publish the acts of the case and the definitive sentence to the parties;
- K. Scan, file, and index closed cases;
- L. Research, process, and record information for lack of form cases;
- M. Process all documentary cases under the direction of the Judicial Vicar and/or judge/auditor;
- N. Serve as Notary, or official witness, to the authenticity of documents and signatures;
- O. Enter matrimonial dispensations/permissions in computer;
- P. Send dispensations/permissions to appropriate persons as directed by the Delegate for Permissions and Dispensations and/or Judicial Vicar;

- Q. Assist in the completion of annual reports as needed;
- R. Order office supplies as needed.

II. QUALIFICATIONS:

- A. Communication skills in reporting to clients and professionals from within the diocese and beyond;
- B. Basic knowledge and skills in the operation of Word, Excel, Access, and other computer programs used in job performance;
- C. Proficiency in typing and the use of various office devices, such as copier, fax, etc.;
- D. Basic understanding and appreciation of the Church's teachings on marriage and their application to the process for a declaration of nullity;
- E. Practicing Catholic in good standing with the Catholic Church.

Education: High school diploma required; additional business training preferred.

Experience: Three to five years of experience as an Administrative Assistant is preferred.

III. COMPETENCIES:

- A. Ability to observe confidentiality due to the nature of the ministry of the Office;
- B. Ability to work closely and effectively with others;
- C. Careful attention to detail and ability to understand and correctly execute the many steps and aspects of Tribunal procedures simultaneously with minimal supervision.

IV. PHYSICAL REQUIREMENTS:

All of the physical abilities necessary to perform the work required, typically that of the standard Administrative Assistant position.